

## **Contractors On/Off-Boarding**



**ProPath**

**Office of Information and Technology**

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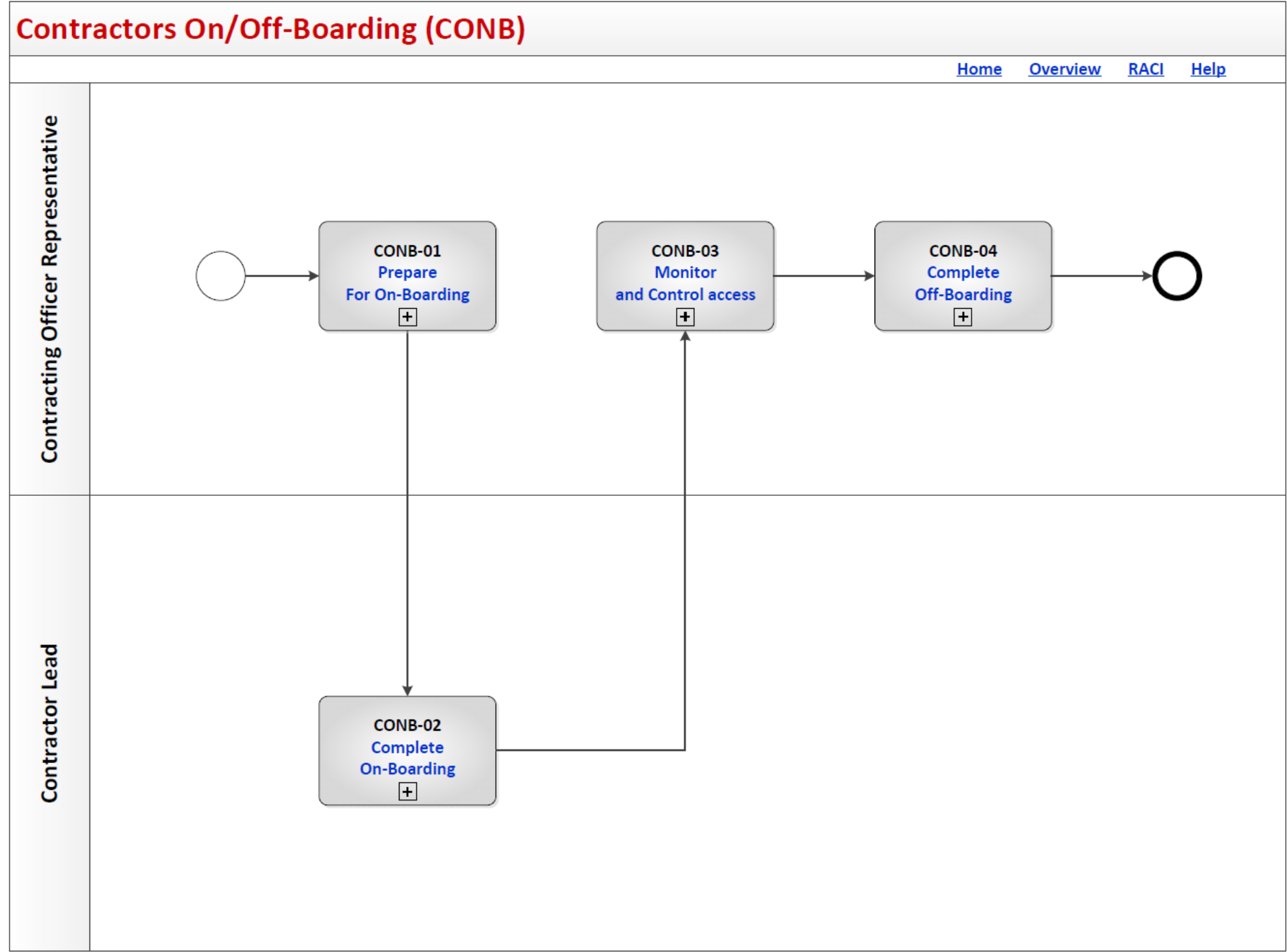
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# Contractors On/Off-Boarding Process Maps

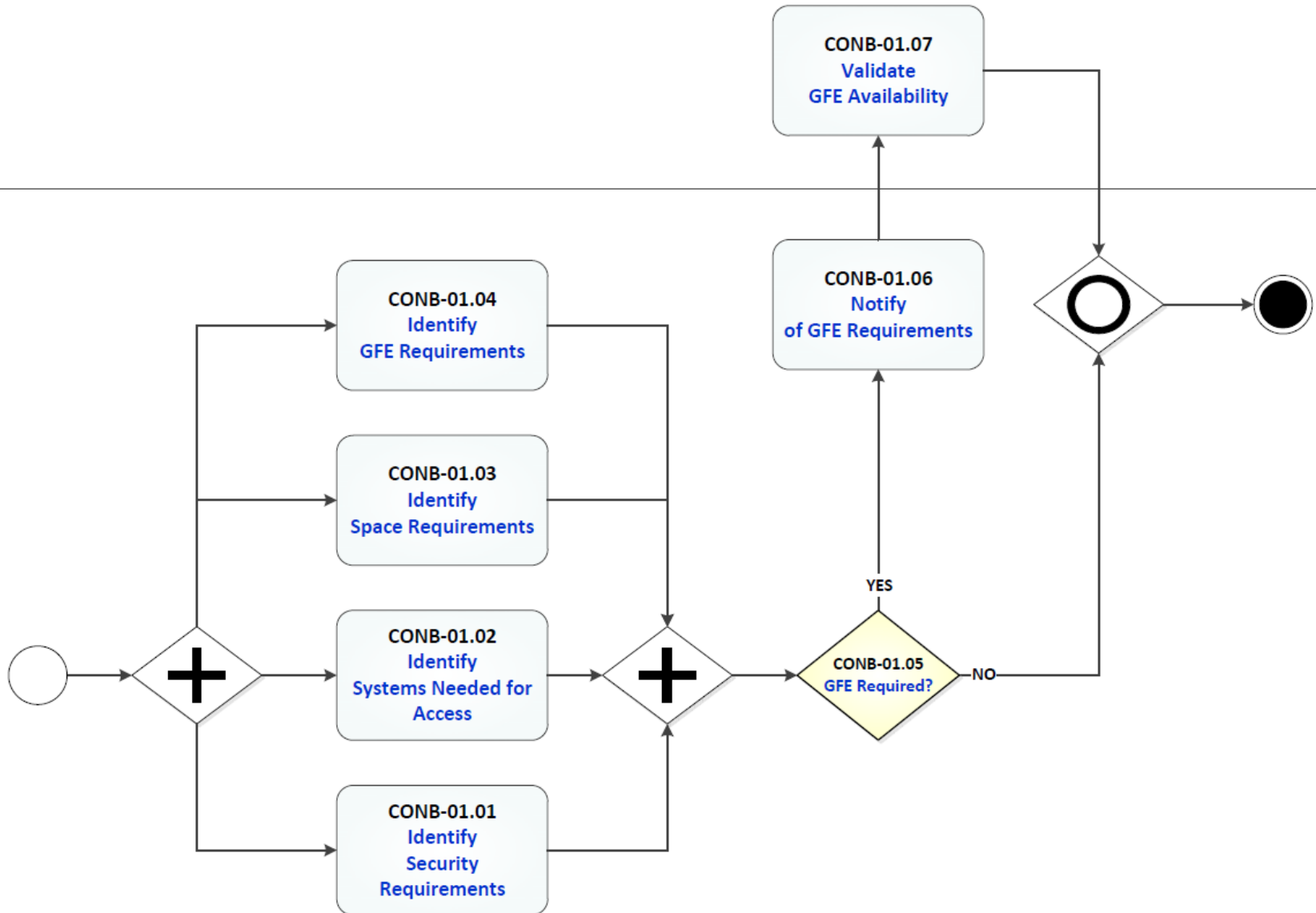


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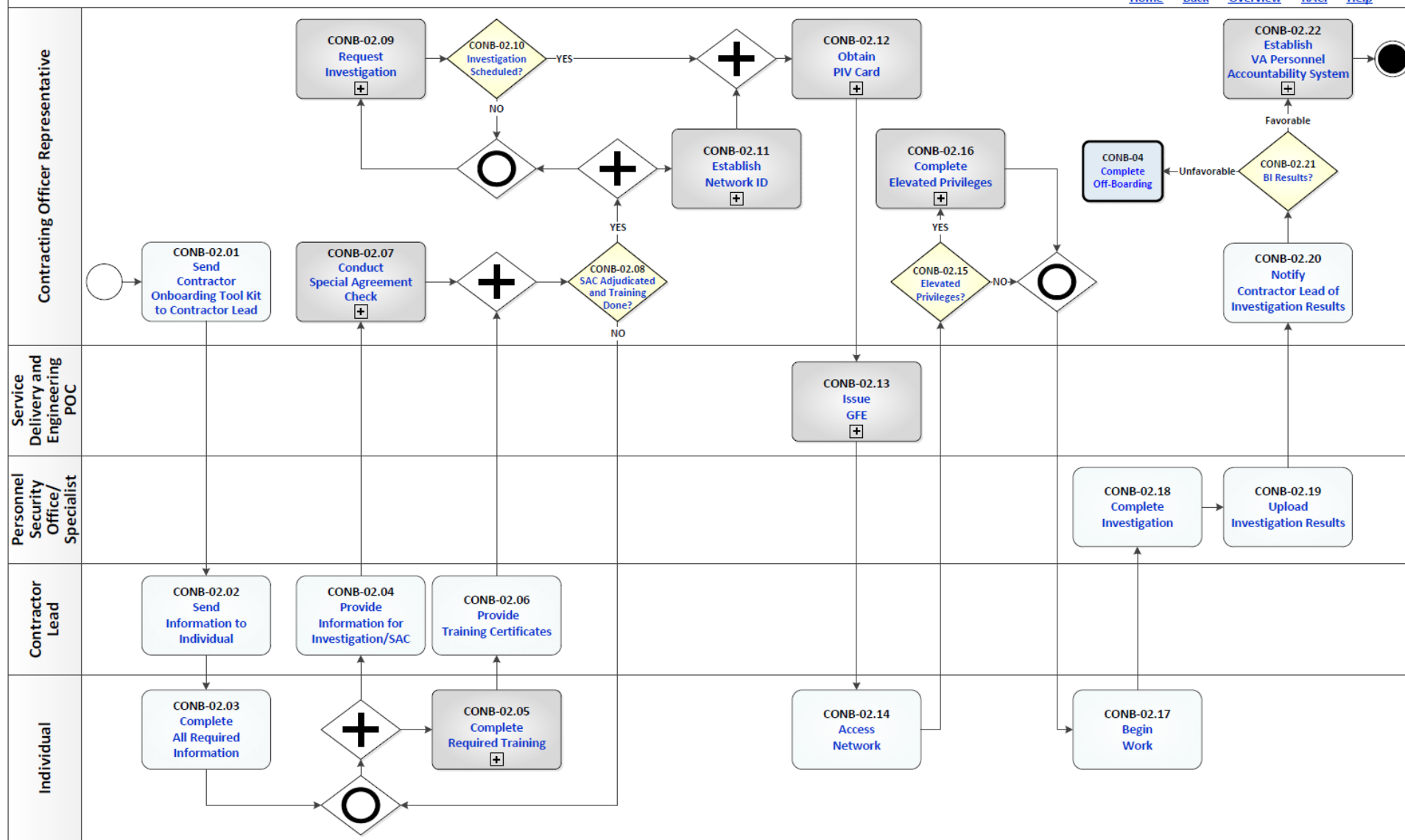
Service Delivery and  
Engineering (SDE)  
Point of Contact

Contracting Officer Representative



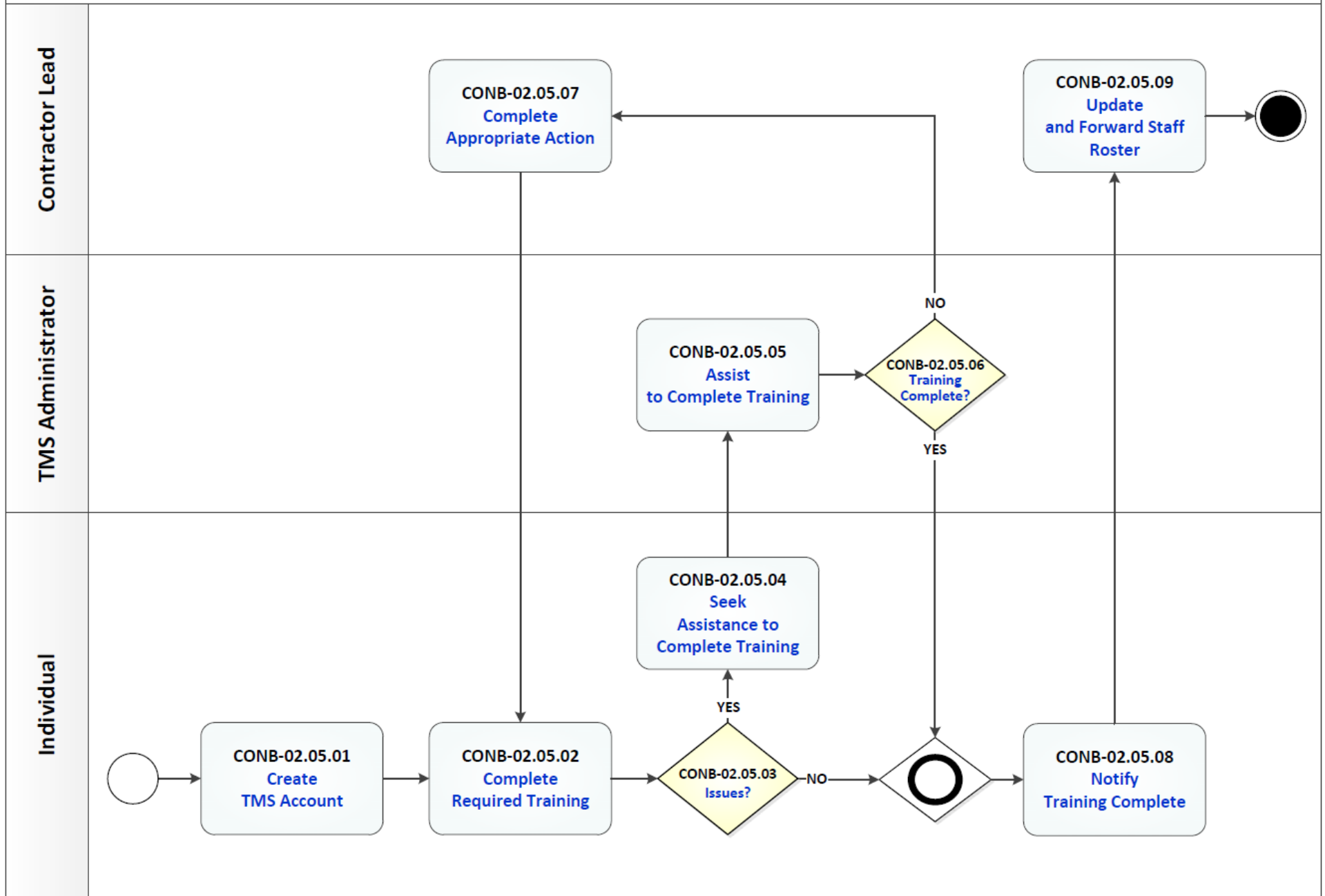
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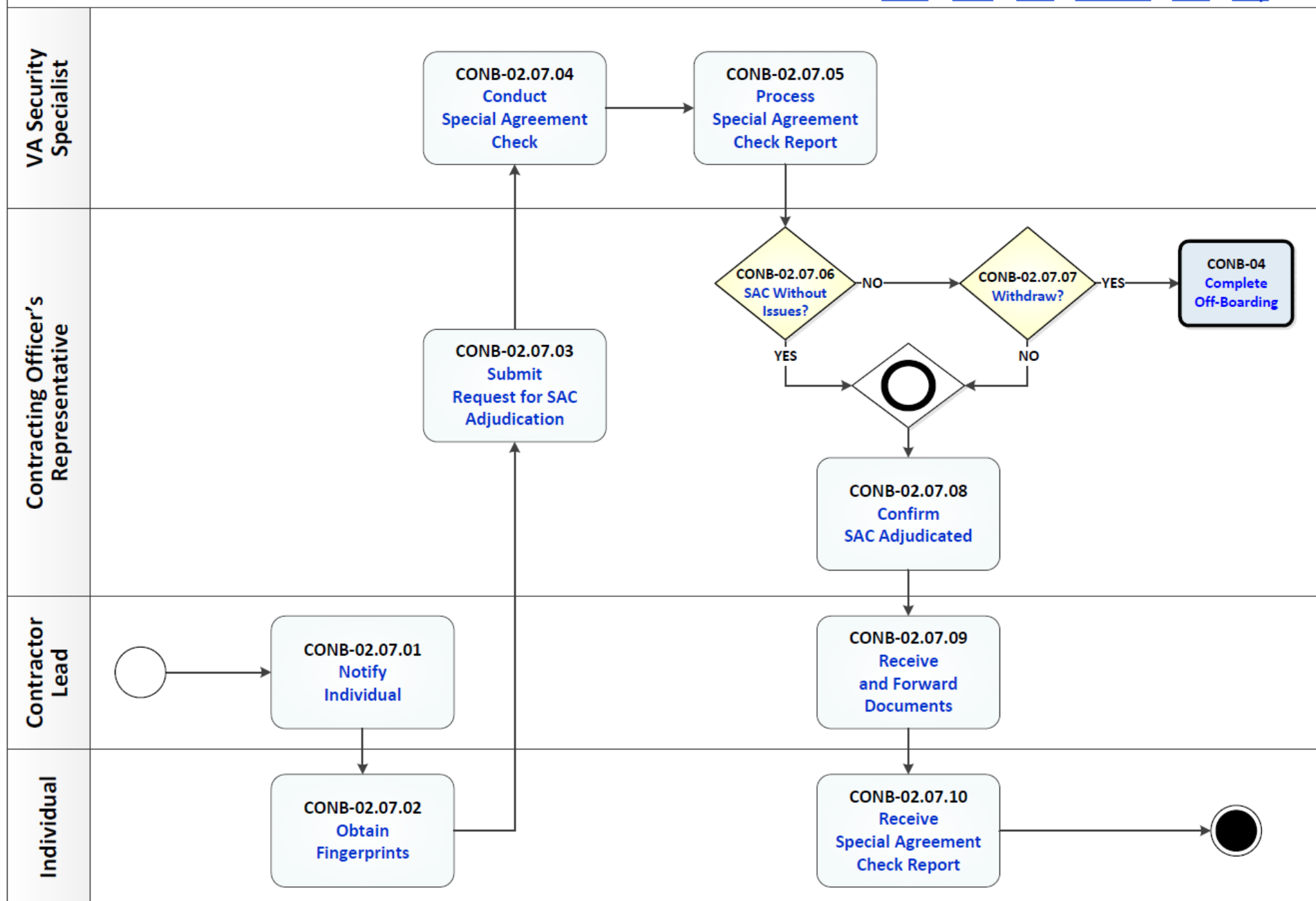
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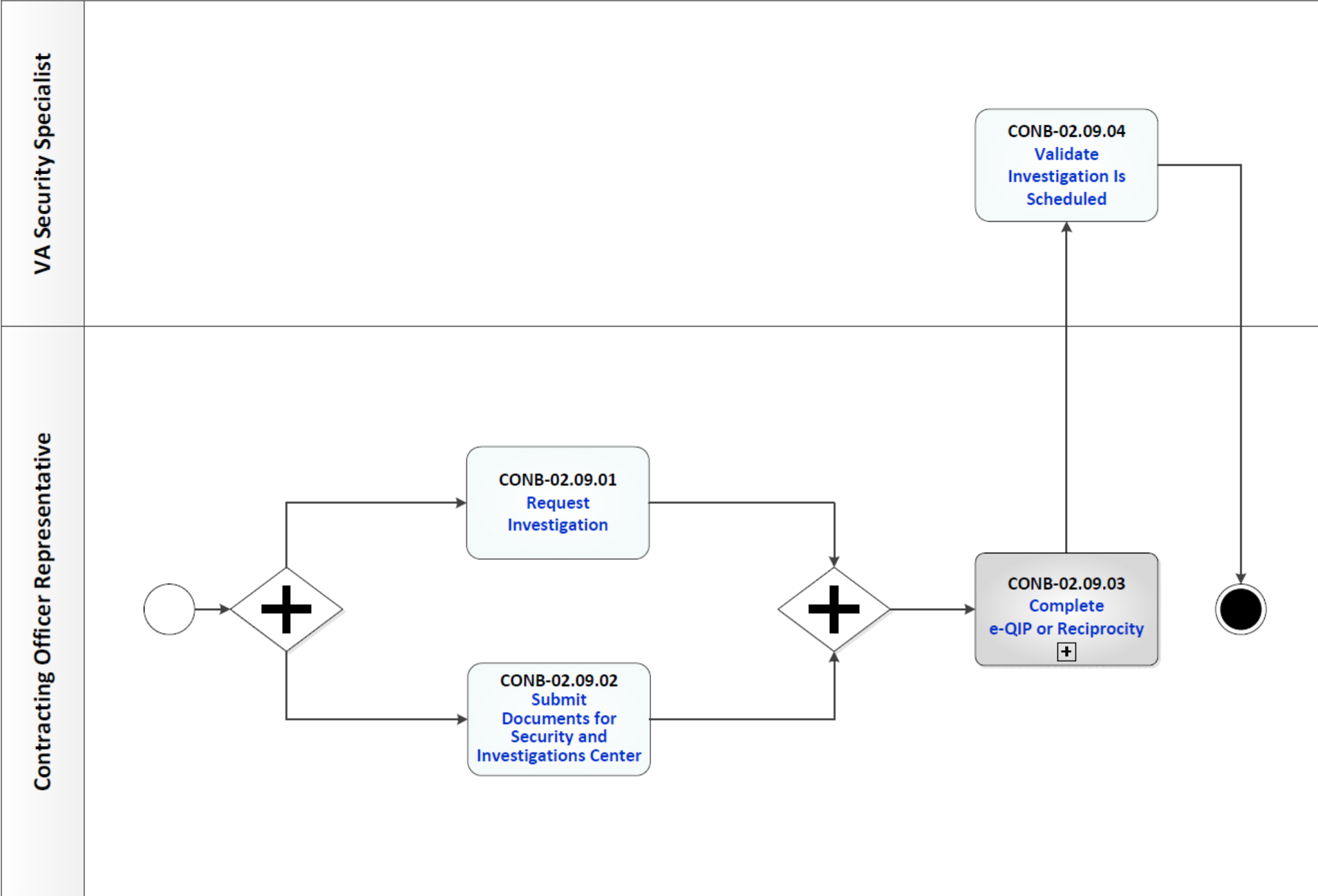


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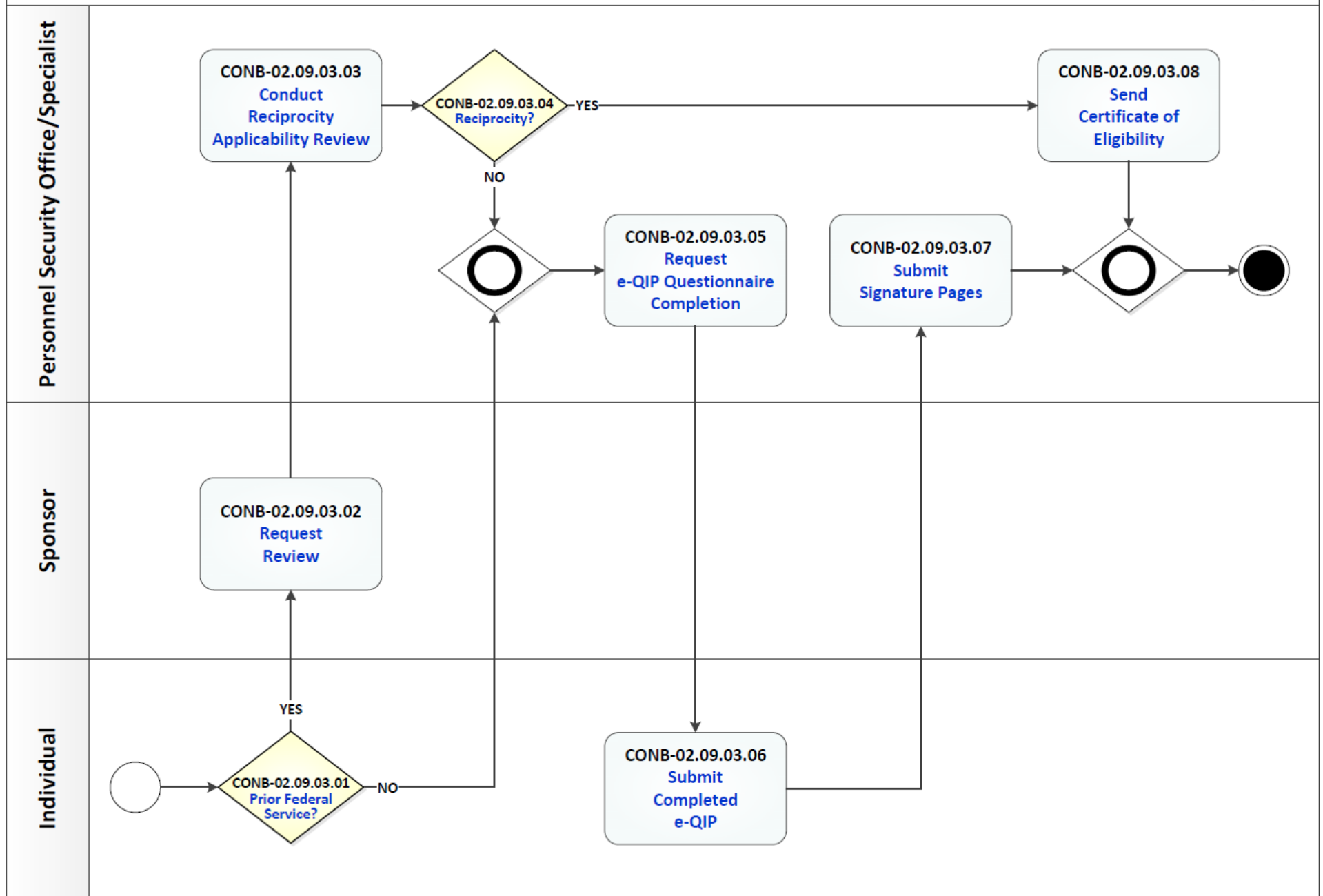


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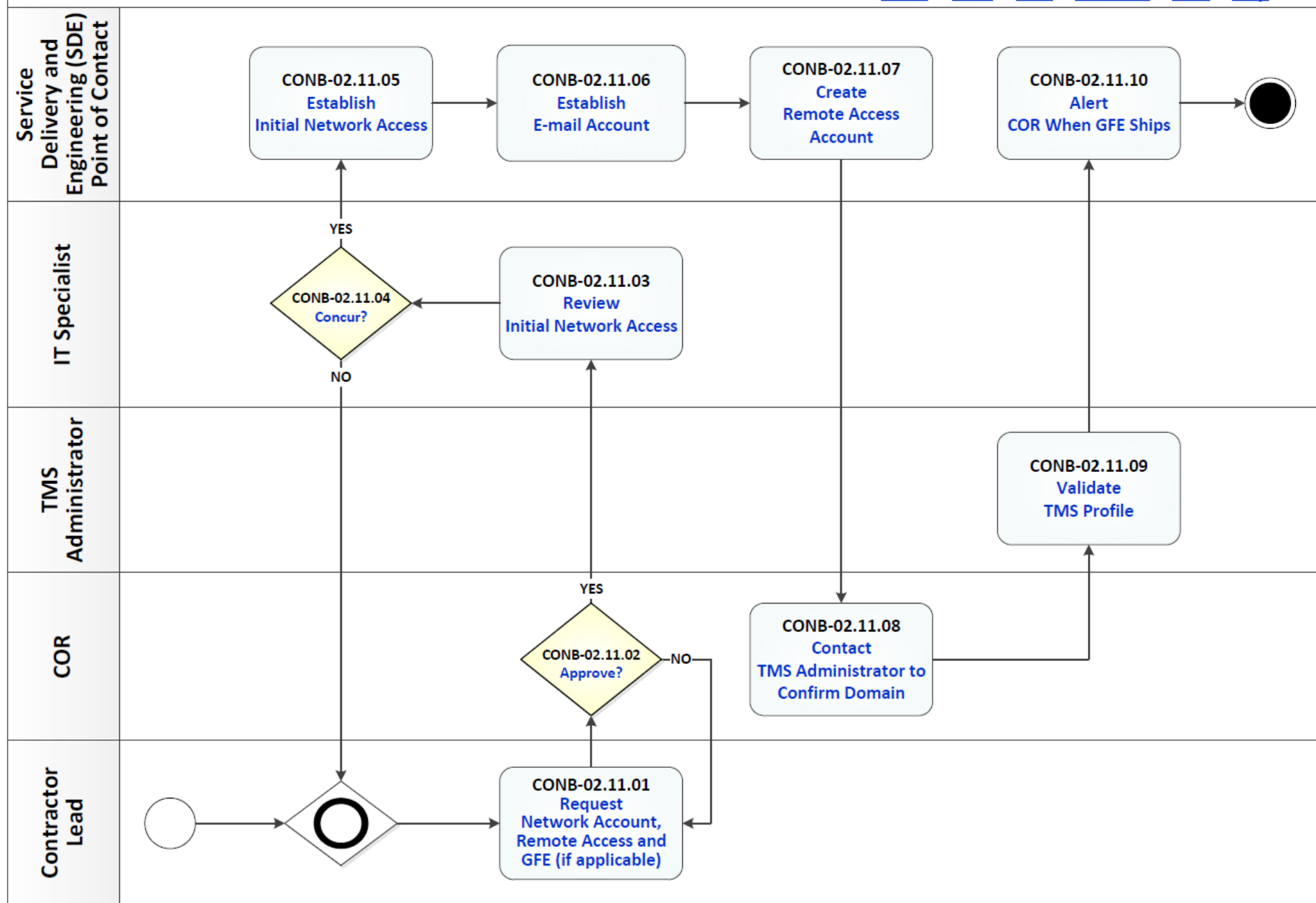
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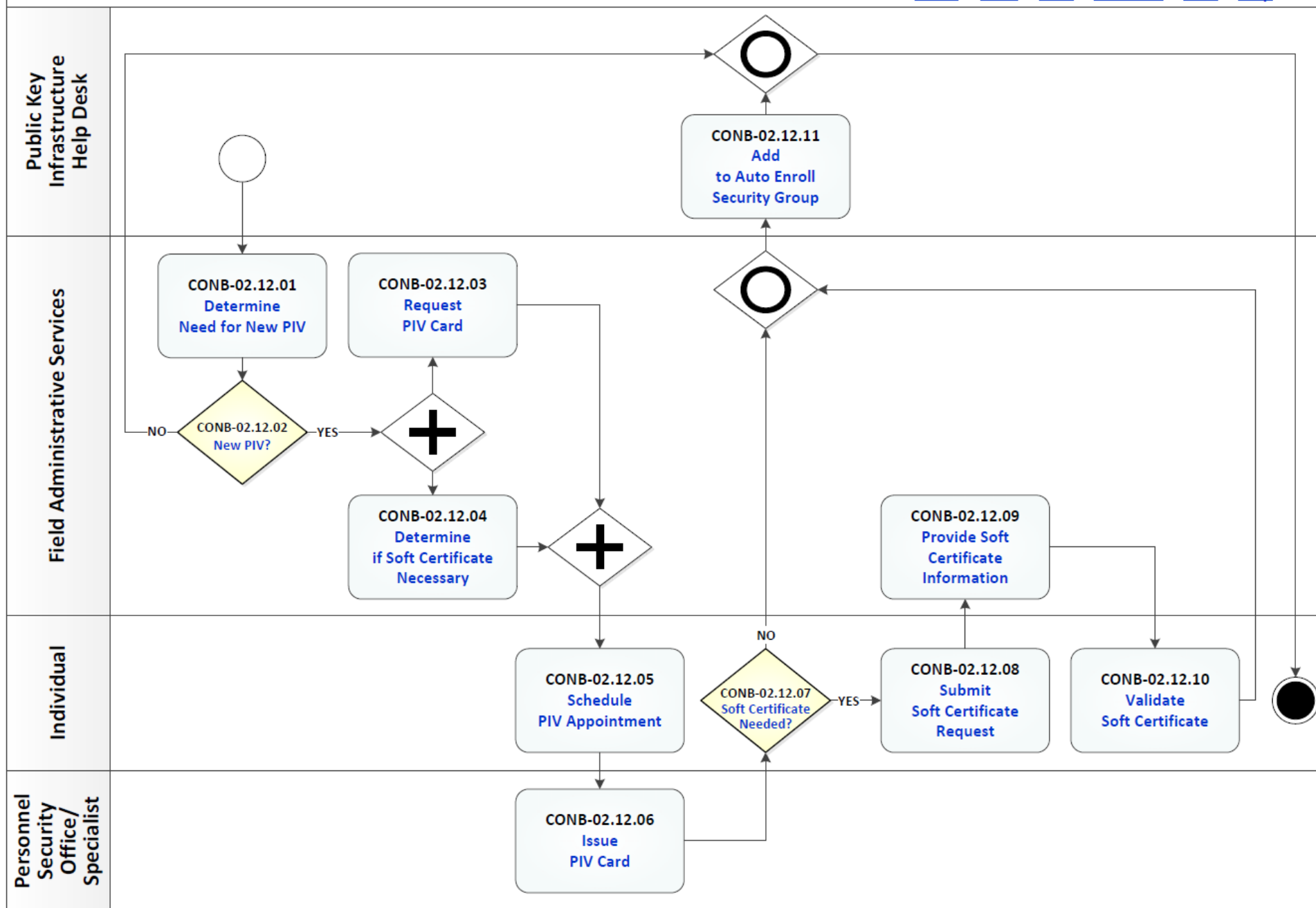
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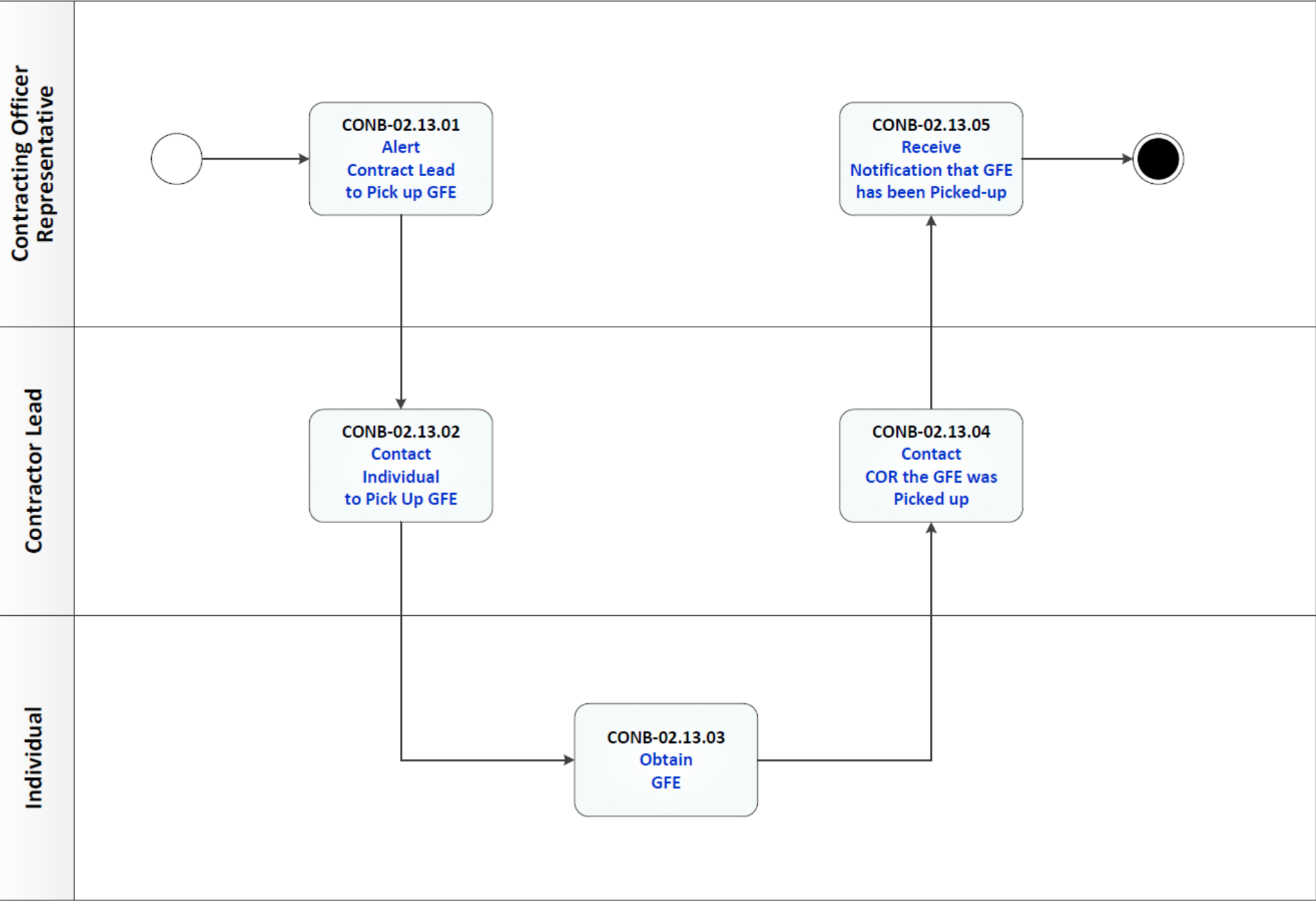


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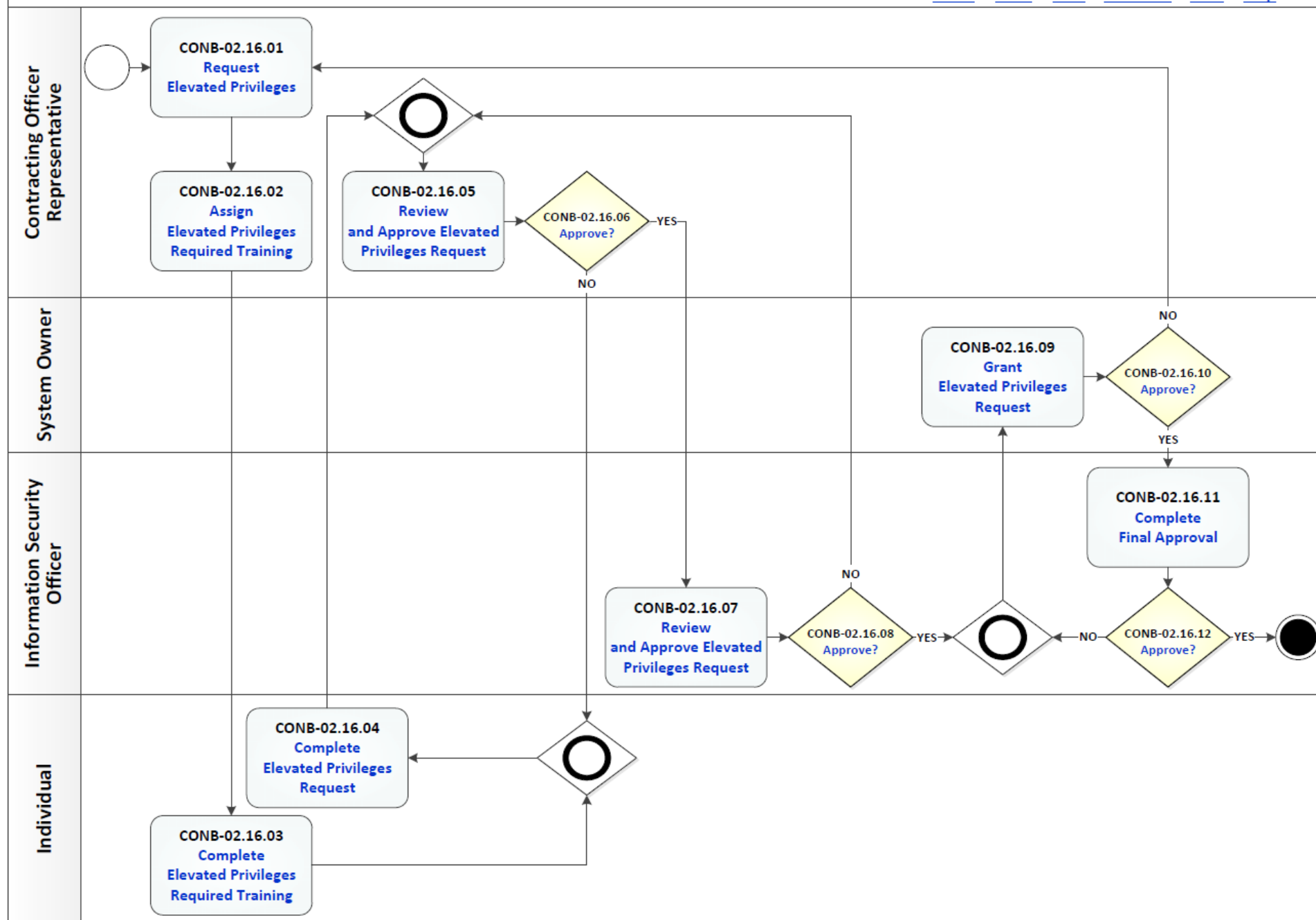


Contractors On/Off-Boarding: CONB-02.13 Issue GFE

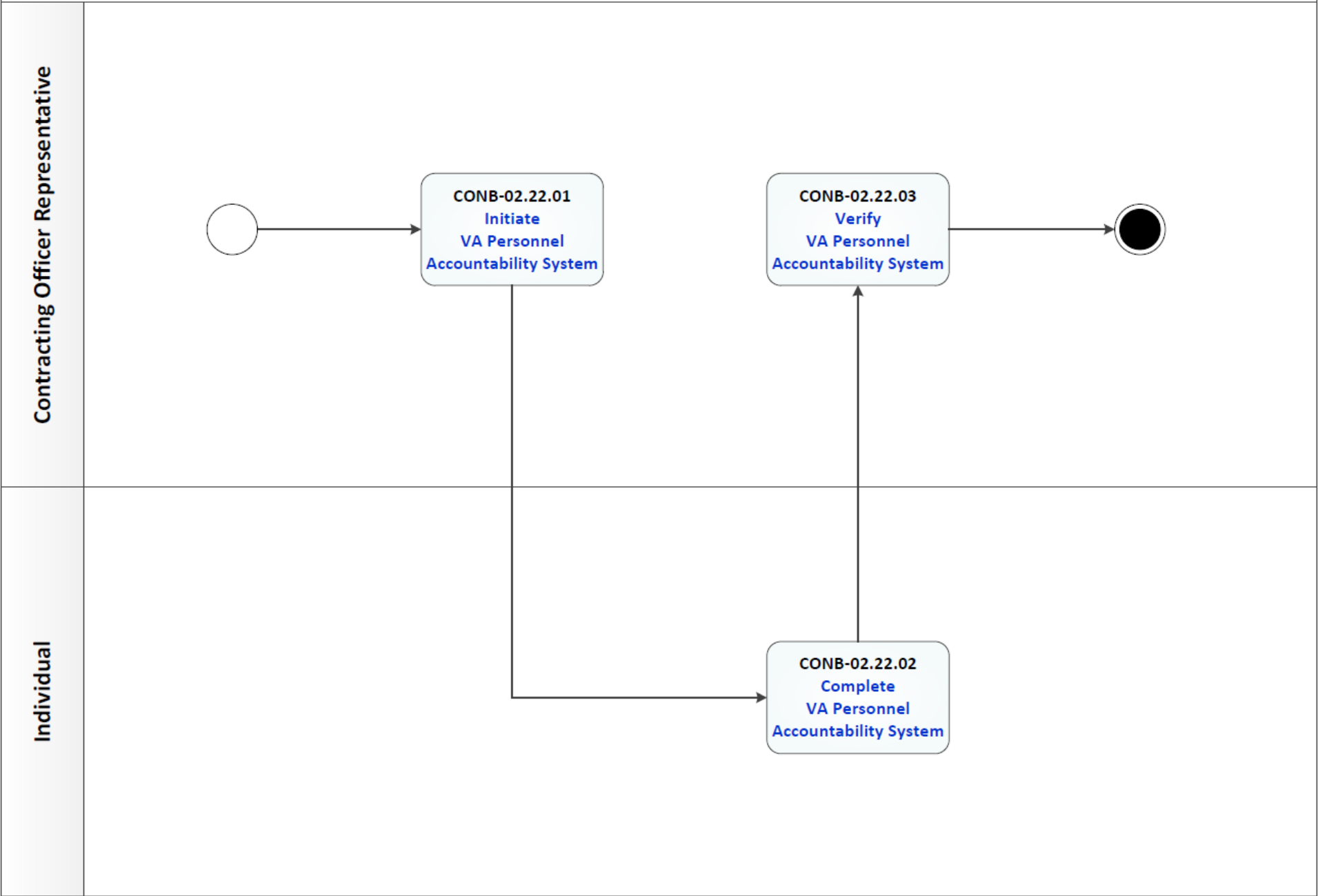


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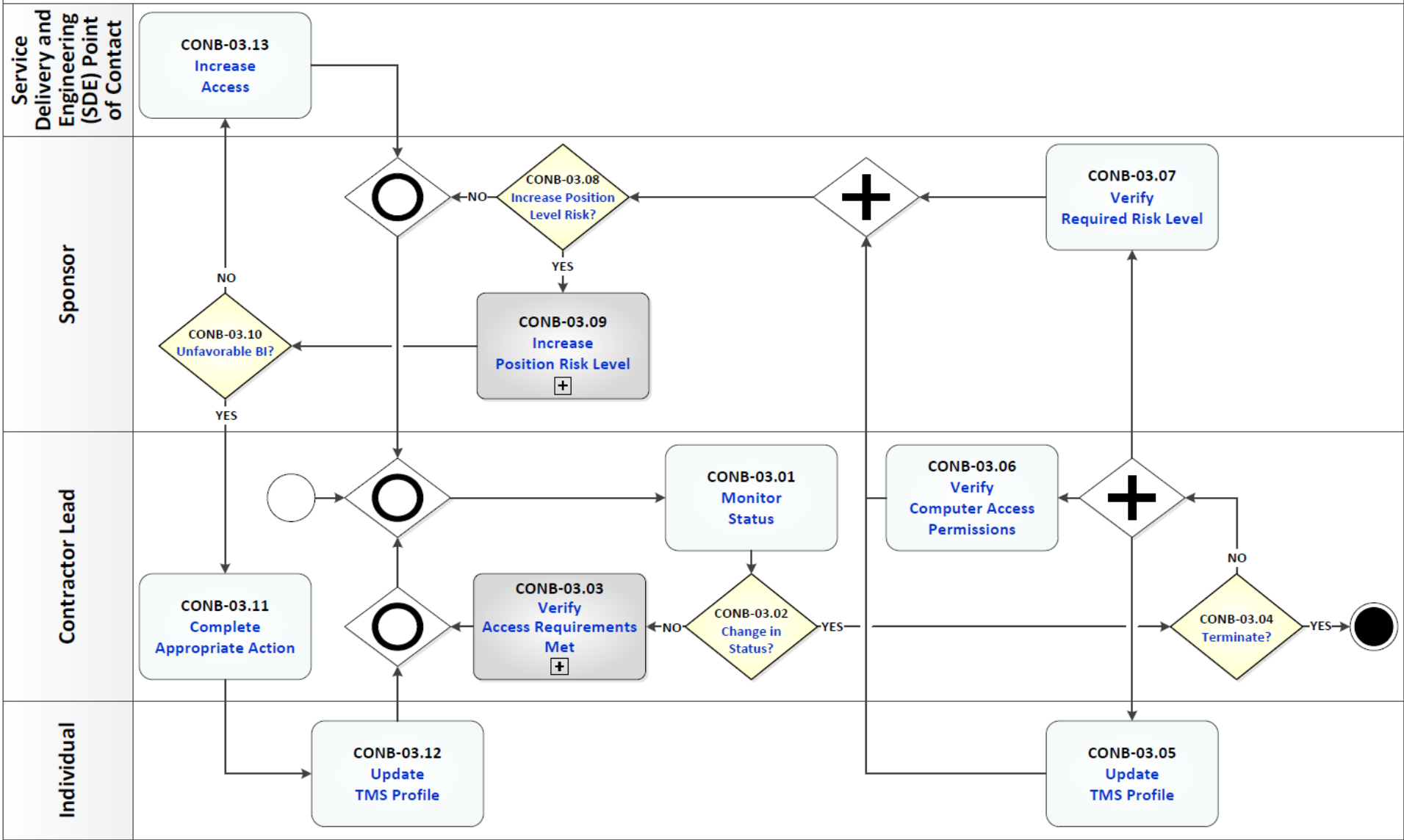


Contractors On/Off-Boarding: CONB-02.22 Establish VA Personnel Accountability System



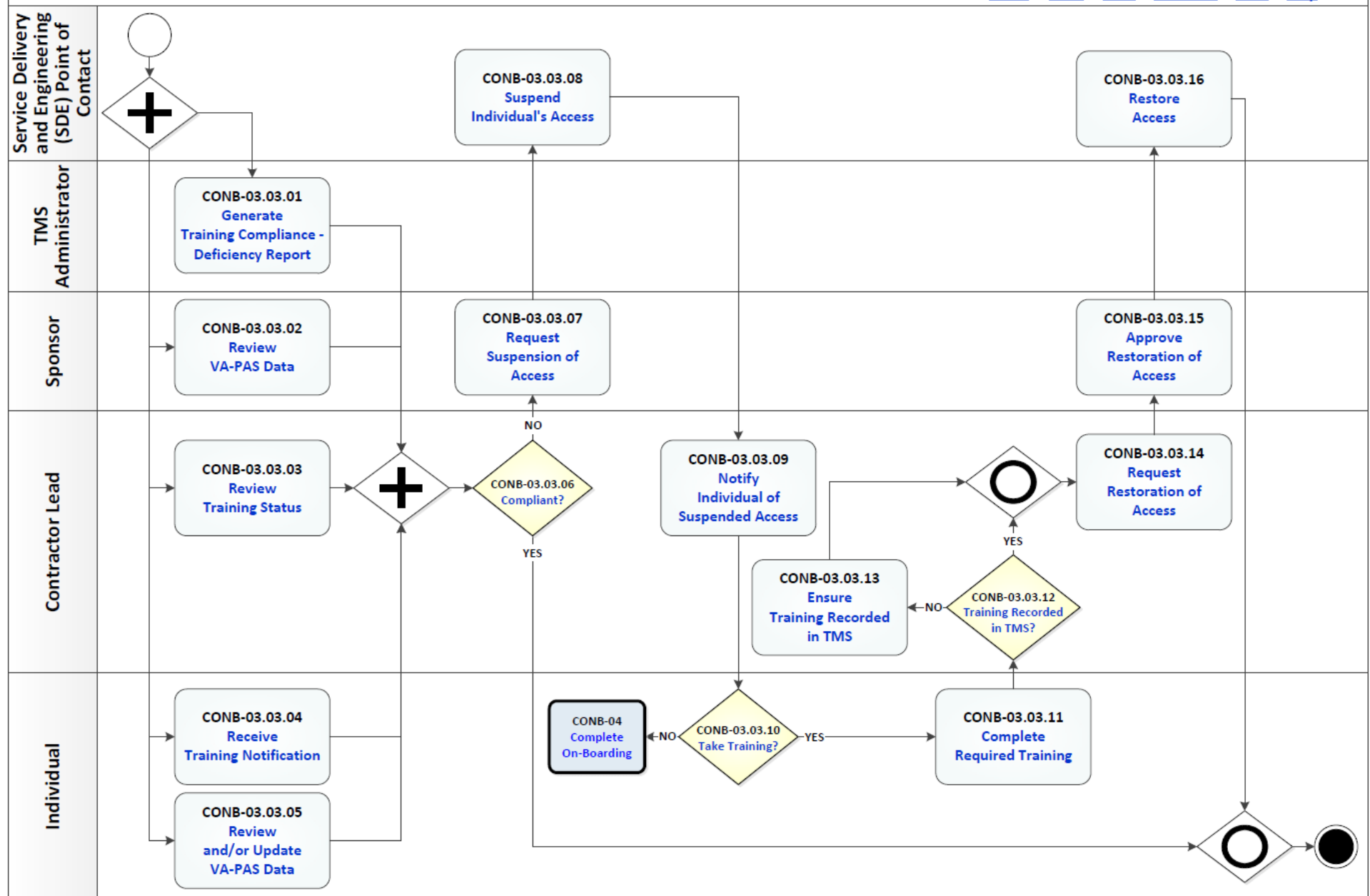
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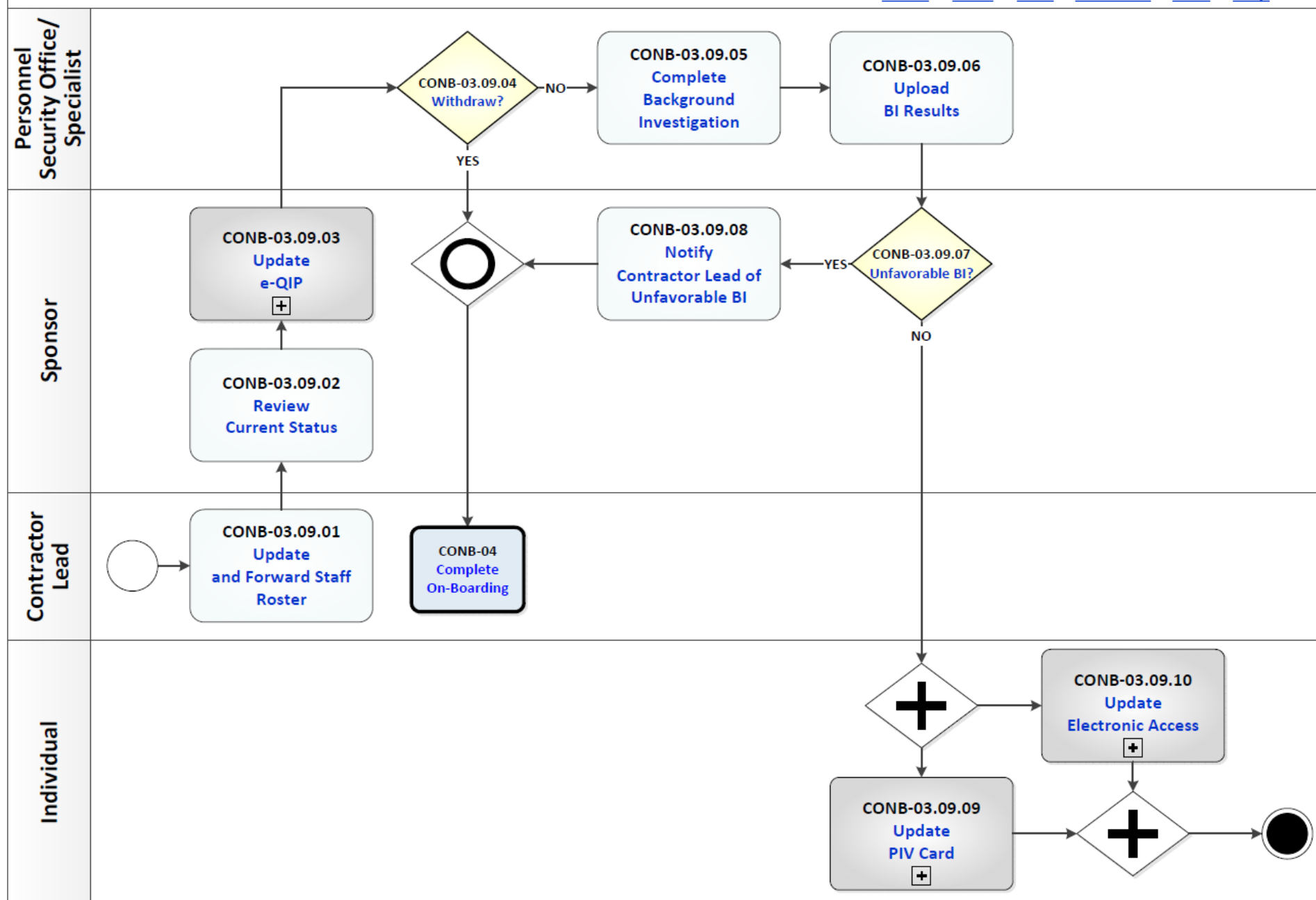
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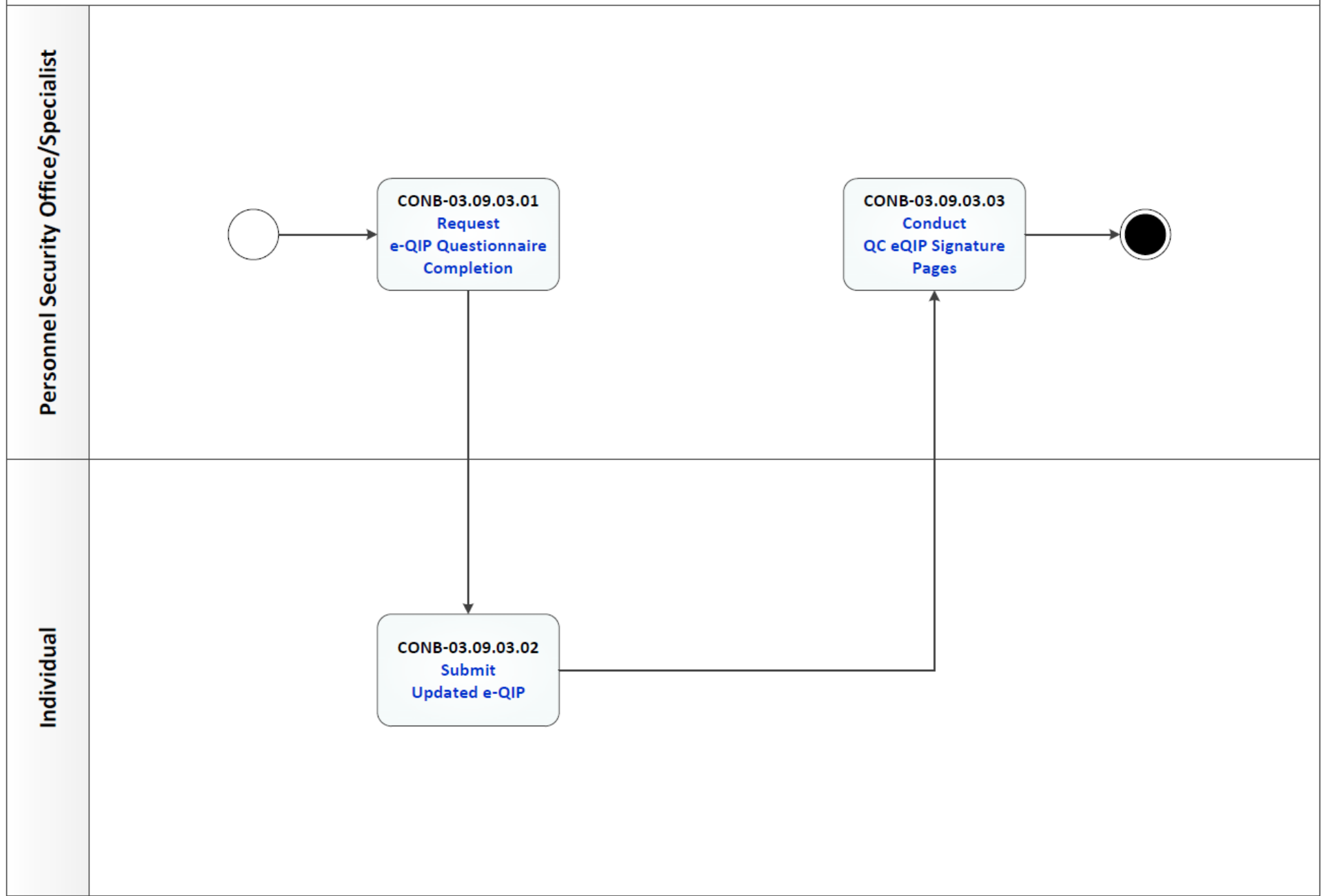
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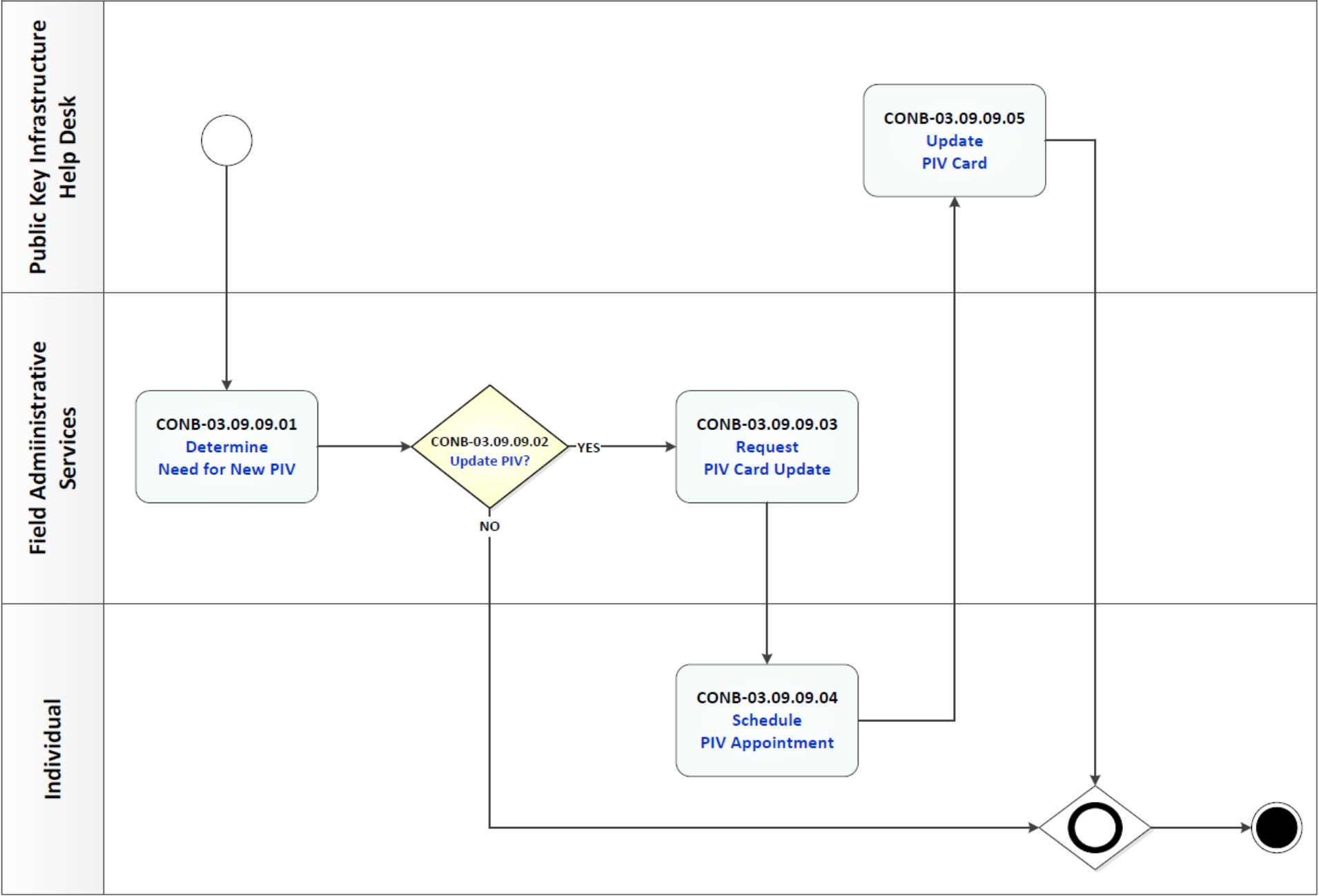
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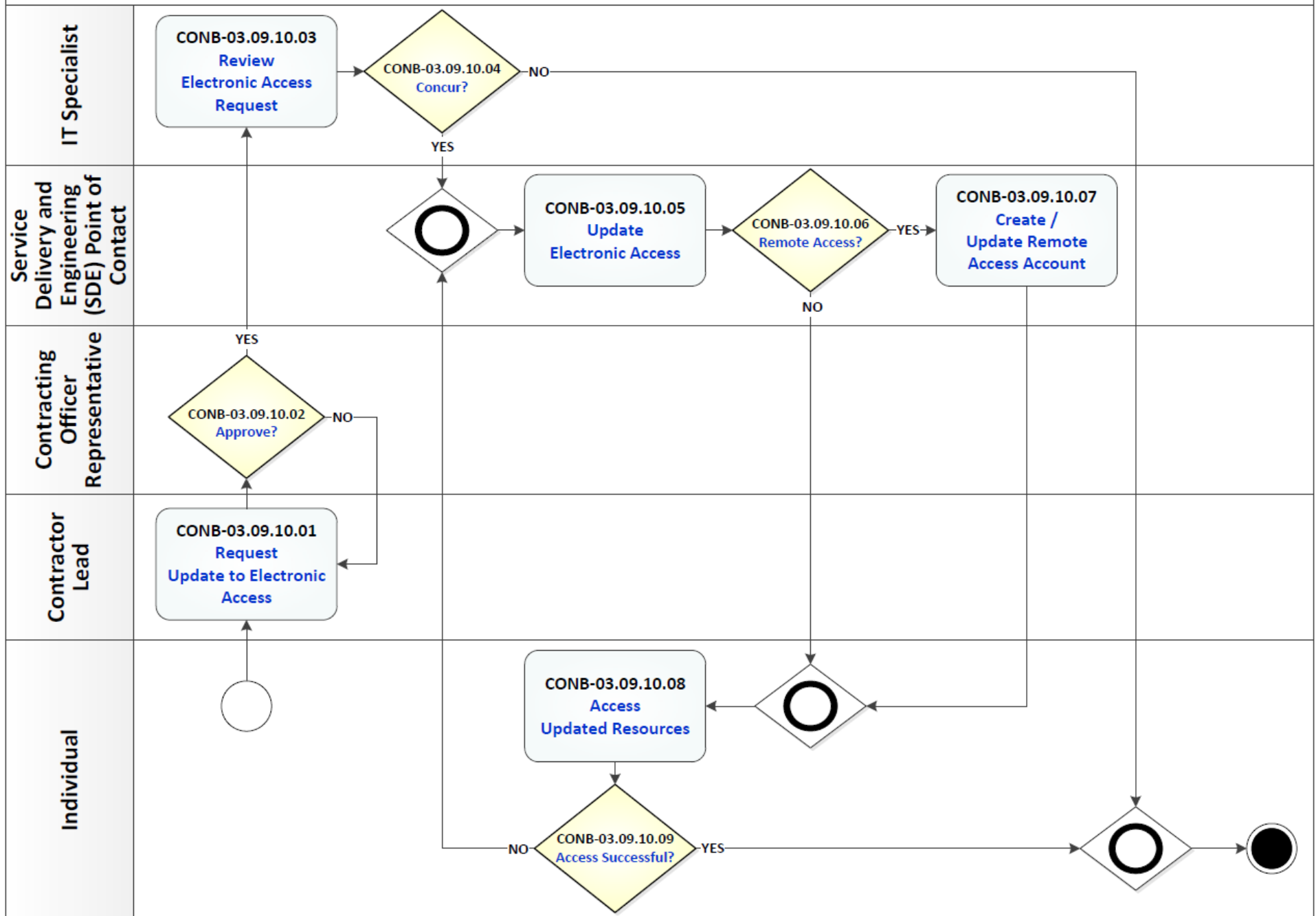


Contractors On/Off-Boarding: CONB-03.09.09 Update PIV Card



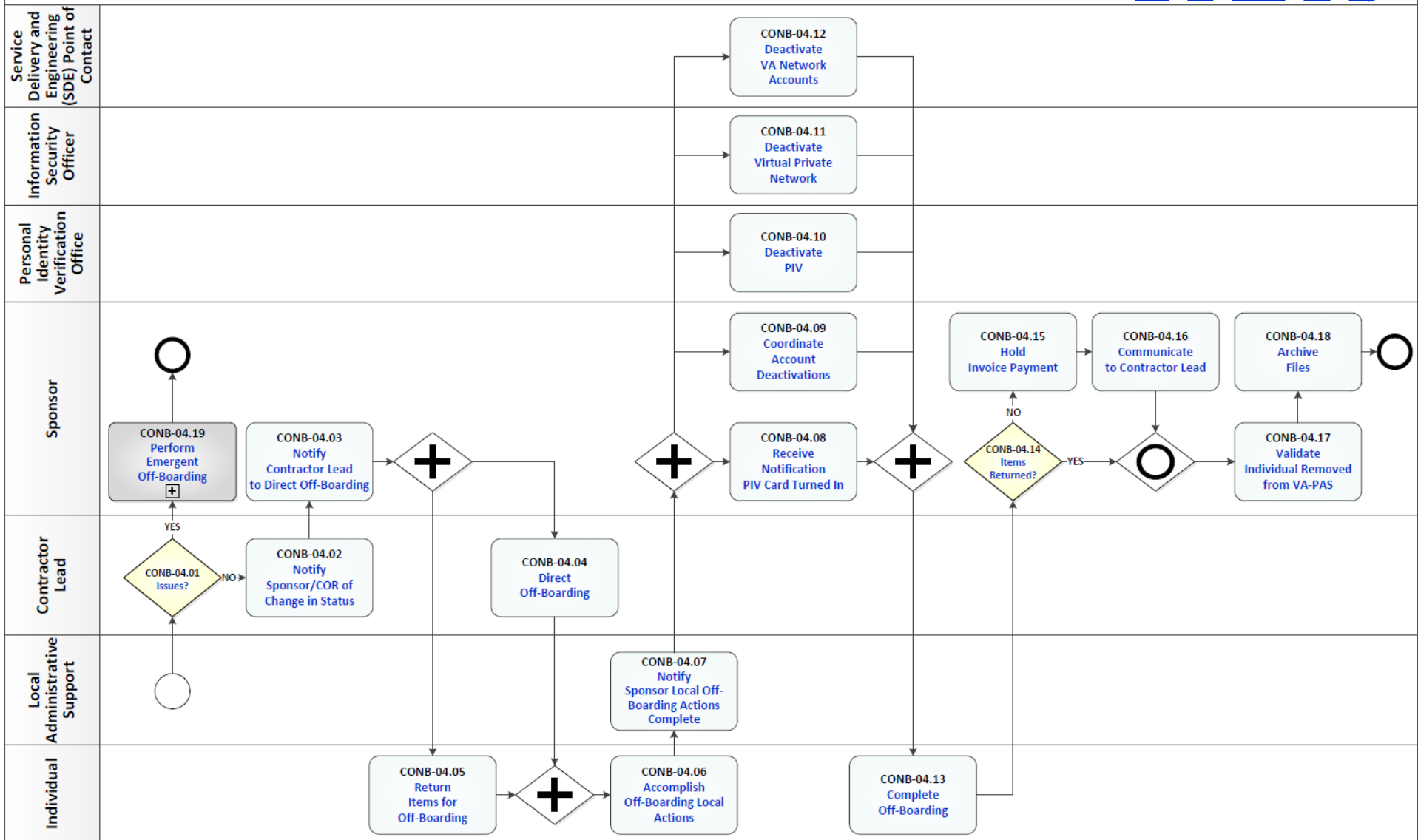
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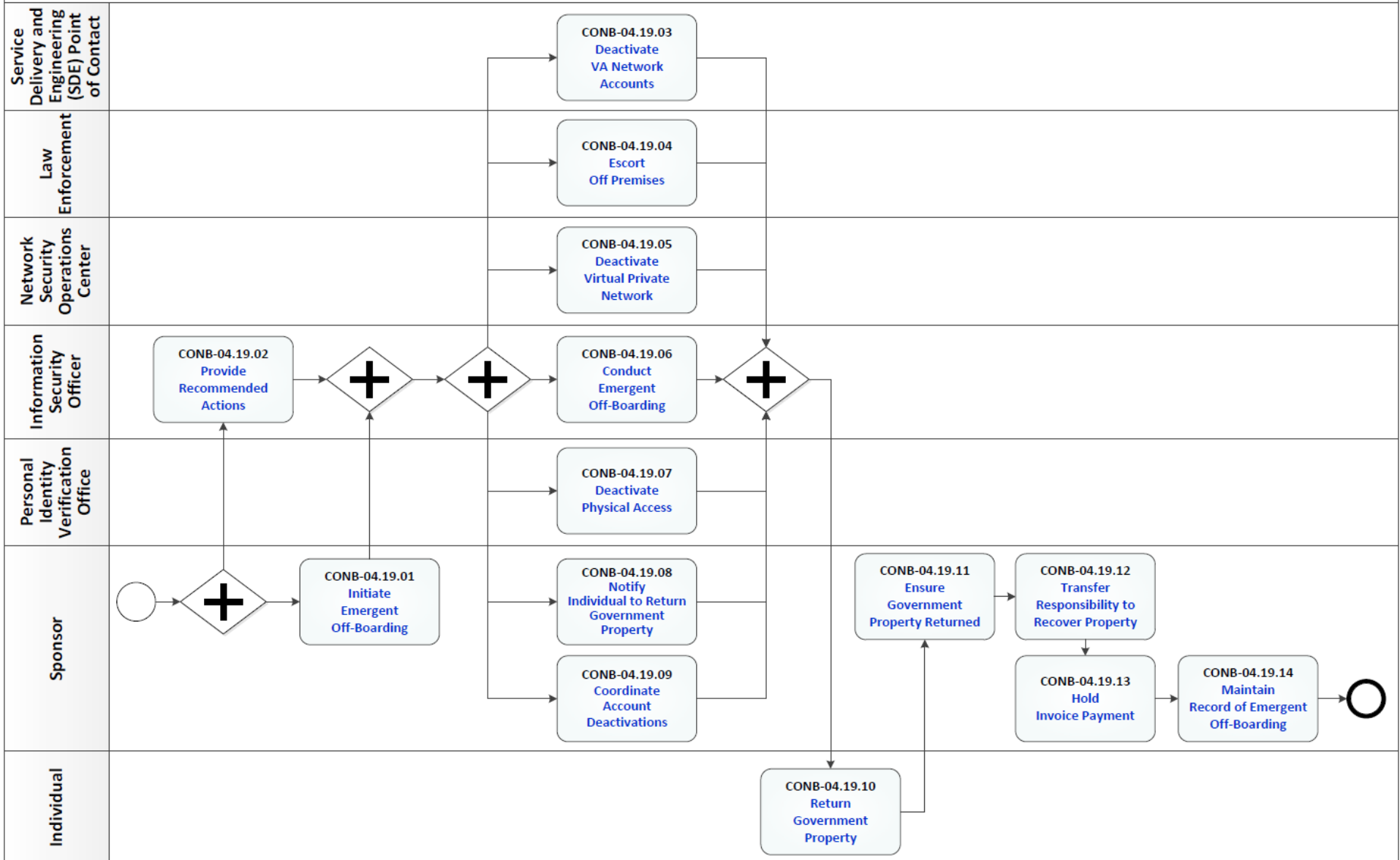
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**Contractors On/Off-Boarding: CONB-04.19 Perform Emergent Off-Boarding**

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# Process: Contractors On/Off-Boarding

Overview: The process map for Contractors On/Off-Boarding cycles through the following process and review activities:

- CONB-01 Prepare for On-Boarding
  - CONB-01.01 Identify Security Requirements
  - CONB-01.02 Identify Systems Needed for Access
  - CONB-01.03 Identify Space Requirements
  - CONB-01.04 Identify GFE Requirements
  - CONB-01.05 GFE Required?
  - CONB-01.06 Notify of GFE Requirements
  - CONB-01.07 Validate GFE Availability
- CONB-02 Complete On-Boarding
  - CONB-02.01 Send Contractor Onboarding Tool Kit to Contractor Lead
  - CONB-02.02 Send Information to Individual
  - CONB-02.03 Complete All Required Information
  - CONB-02.04 Provide Information for Investigation/SAC
  - CONB-02.05 Complete Required Training
    - CONB-02.05.01 Create TMS Account
    - CONB-02.05.02 Complete Required Training
    - CONB-02.05.03 Issues?
    - CONB-02.05.04 Seek Assistance to Complete Training
    - CONB-02.05.05 Assist to Complete Training
    - CONB-02.05.06 Training Complete?
    - CONB-02.05.07 Complete Appropriate Action
    - CONB-02.05.08 Notify Training Complete
    - CONB-02.05.09 Update and Forward Staff Roster
  - CONB-02.06 Provide Training Certificates
  - CONB-02.07 Conduct Special Agreement Check
    - CONB-02.07.01 Notify Individual
    - CONB-02.07.02 Obtain Fingerprints
    - CONB-02.07.03 Submit Request for SAC Adjudication
    - CONB-02.07.04 Conduct Special Agreement Check
    - CONB-02.07.05 Process Special Agreement Check Report
    - CONB-02.07.06 SAC Without Issues?
    - CONB-02.07.07 Withdraw?
    - CONB-02.07.08 Confirm SAC Adjudicated
    - CONB-02.07.09 Receive and Forward Documents
    - CONB-02.07.10 Receive Special Agreement Check Report
  - CONB-02.08 SAC Adjudicated and Training Done?
  - CONB-02.09 Request Investigation
    - CONB-02.09.01 Request Investigation
    - CONB-02.09.02 Submit Documents for Security and Investigations Center
    - CONB-02.09.03 Complete e-QIP or Reciprocity
      - CONB-02.09.03.01 Prior Federal Service?
      - CONB-02.09.03.02 Request Review

CONB-02.09.03.03 Conduct Reciprocity Applicability Review  
CONB-02.09.03.04 Reciprocity?  
CONB-02.09.03.05 Request e-QIP Questionnaire Completion  
CONB-02.09.03.06 Submit Completed e-QIP  
CONB-02.09.03.07 Submit Signature Pages  
CONB-02.09.03.08 Send Certificate of Eligibility  
CONB-02.09.04 Validate Background Investigation Is Scheduled  
CONB-02.10 Investigation Scheduled?  
CONB-02.11 Establish Network ID  
CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)  
CONB-02.11.02 Approve?  
CONB-02.11.03 Review Initial Network Access  
CONB-02.11.04 Concur?  
CONB-02.11.05 Establish Initial Network Access  
CONB-02.11.06 Establish E-mail Account  
CONB-02.11.07 Create Remote Access Account  
CONB-02.11.08 Contact TMS Administrator to Confirm Domain  
CONB-02.11.09 Validate TMS Profile  
CONB-02.11.10 Alert COR When GFE Ships  
CONB-02.12 Obtain PIV Card  
CONB-02.12.01 Determine Need for New PIV  
CONB-02.12.02 New PIV?  
CONB-02.12.03 Request PIV Card  
CONB-02.12.04 Determine if Soft Certificate Necessary  
CONB-02.12.05 Schedule PIV Appointment  
CONB-02.12.06 Issue PIV Card  
CONB-02.12.07 Soft Certificate Needed?  
CONB-02.12.08 Submit Soft Certificate Request  
CONB-02.12.09 Provide Soft Certificate Information  
CONB-02.12.10 Validate Soft Certificate  
CONB-02.12.11 Add to Auto Enroll Security Group  
CONB-02.13 Issue GFE  
CONB-02.13.01 Alert Contract Lead to Pick up GFE  
CONB-02.13.02 Contact Individual to Pick up GFE  
CONB-02.13.03 Obtain GFE  
CONB-02.13.04 Contact COR the GFE was Picked up  
CONB-02.13.05 Receive Notification that GFE has been Picked up  
CONB-02.14 Access Network  
CONB-02.15 Elevated Privileges?  
CONB-02.16 Complete Elevated Privileges  
CONB-02.16.01 Request Elevated Privileges  
CONB-02.16.02 Assign Elevated Privileges Required Training  
CONB-02.16.03 Complete Elevated Privileges Required Training  
CONB-02.16.04 Complete Elevated Privileges Request  
CONB-02.16.05 Review and Approve Elevated Privileges Request  
CONB-02.16.06 Approve?

CONB-02.16.07 Review and Approve Elevated Privileges Request  
CONB-02.16.08 Approve?  
CONB-02.16.09 Grant Elevated Privileges Request  
CONB-02.16.10 Approve?  
CONB-02.16.11 Complete Final Approval  
CONB-02.16.12 Approve?  
CONB-02.17 Begin Work  
CONB-02.18 Complete Investigation  
CONB-02.19 Upload Investigation Results  
CONB-02.20 Notify Contractor Lead of BI Results  
CONB-02.21 BI Results?  
CONB-02.22 Establish VA Personnel Accountability System  
CONB-02.22.01 Initiate VA Personnel Accountability System  
CONB-02.22.02 Complete VA Personnel Accountability System  
CONB-02.22.03 Verify VA Personnel Accountability System  
CONB-03 Monitor and Control Access  
CONB-03.01 Monitor Status  
CONB-03.02 Change in Status?  
CONB-03.03 Verify Access Requirements Met  
CONB-03.03.01 Generate Training Compliance - Deficiency Report  
CONB-03.03.02 Review VA-PAS Data  
CONB-03.03.03 Review Training Status  
CONB-03.03.04 Receive Training Notification  
CONB-03.03.05 Review and/or Update VA-PAS Data  
CONB-03.03.06 Compliant?  
CONB-03.03.07 Request Suspension of Access  
CONB-03.03.08 Suspend Individual's Access  
CONB-03.03.09 Notify Individual of Suspended Access  
CONB-03.03.10 Take Training?  
CONB-03.03.11 Complete Required Training  
CONB-03.03.12 Training Recorded in TMS?  
CONB-03.03.13 Ensure Training Recorded in TMS  
CONB-03.03.14 Request Restoration of Access  
CONB-03.03.15 Approve Restoration of Access  
CONB-03.03.16 Restore Access  
CONB-03.04 Terminate?  
CONB-03.05 Update TMS Profile  
CONB-03.06 Verify Computer Access Permissions  
CONB-03.07 Verify Required Risk Level  
CONB-03.08 Increase Position Risk Level?  
CONB-03.09 Increase Position Risk Level  
CONB-03.09.01 Update and Forward Staff Roster  
CONB-03.09.02 Review Current Status  
CONB-03.09.03 Update e-QIP  
CONB-03.09.03.01 Request e-QIP Questionnaire Completion  
CONB-03.09.03.02 Submit Updated e-QIP

CONB-03.09.03.03 Conduct QC e-QIP Signature Pages  
CONB-03.09.04 Withdraw?  
CONB-03.09.05 Complete Background Investigation  
CONB-03.09.06 Upload BI Results  
CONB-03.09.07 Unfavorable BI?  
CONB-03.09.08 Notify Contractor Lead of Unfavorable BI  
CONB-03.09.09 Update PIV Card  
CONB-03.09.09.01 Determine Need for New PIV  
CONB-03.09.09.02 Update PIV?  
CONB-03.09.09.03 Request PIV Card Update  
CONB-03.09.09.04 Schedule PIV Appointment  
CONB-03.09.09.05 Update PIV Card  
CONB-03.09.10 Update Electronic Access  
CONB-03.09.10.01 Request Update to Electronic Access  
CONB-03.09.10.02 Approve?  
CONB-03.09.10.03 Review Electronic Access Request  
CONB-03.09.10.04 Concur?  
CONB-03.09.10.05 Update Electronic Access  
CONB-03.09.10.06 Remote Access?  
CONB-03.09.10.07 Create / Update Remote Access Account  
CONB-03.09.10.08 Access Updated Resources  
CONB-03.09.10.09 Access Successful?  
CONB-03.10 Unfavorable BI?  
CONB-03.11 Complete Appropriate Action  
CONB-03.12 Update TMS Profile  
CONB-03.13 Increase Access  
CONB-04 Complete Off-Boarding  
CONB-04.01 Issues?  
CONB-04.02 Notify Sponsor/COR of Change in Status  
CONB-04.03 Notify Contractor Lead to Direct Off-Boarding  
CONB-04.04 Direct Off-Boarding  
CONB-04.05 Return Items for Off-Boarding  
CONB-04.06 Accomplish Off-Boarding Local Actions  
CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete  
CONB-04.08 Receive Notification PIV Card Turned In  
CONB-04.09 Coordinate Account Deactivations  
CONB-04.10 Deactivate PIV  
CONB-04.11 Deactivate Virtual Private Network  
CONB-04.12 Deactivate VA Network Accounts  
CONB-04.13 Complete Off-Boarding  
CONB-04.14 Items Returned?  
CONB-04.15 Hold Invoice Payment  
CONB-04.16 Communicate to Contractor Lead  
CONB-04.17 Validate Individual Removed from VA-PAS  
CONB-04.18 Archive Files  
CONB-04.19 Perform Emergent Off-Boarding



CONB-04.19.01 Initiate Emergent Off-Boarding  
CONB-04.19.02 Provide Recommended Actions  
CONB-04.19.03 Deactivate VA Network Accounts  
CONB-04.19.04 Escort Off Premises  
CONB-04.19.05 Deactivate Virtual Private Network  
CONB-04.19.06 Conduct Emergent Off-Boarding  
CONB-04.19.07 Deactivate Physical Access  
CONB-04.19.08 Notify Individual to Return Government Property  
CONB-04.19.09 Coordinate Account Deactivations  
CONB-04.19.10 Return Government Property  
CONB-04.19.11 Ensure Government Property Returned  
CONB-04.19.12 Transfer Responsibility to Recover Property  
CONB-04.19.13 Hold Invoice Payment  
CONB-04.19.14 Maintain Record of Emergent Off-Boarding

# **Contractors On/Off-Boarding Description and Goals**

## **Description**

The Contractors On/Off-Boarding (CONB) process describes the activities to obtain access to VA networks, facilities, and equipment by completing background investigations and required training and obtaining Government Furnished Equipment with appropriate software. After initial on-boarding, the process also establishes the framework for consistently ensuring that all individuals, contractors, have the proper access necessary to perform the role they are assigned and that they continue to meet those minimum requirements necessary to support granting the access. The CONB process complies with the Federal acquisition, security and privacy regulations.

## **Goals**

The goal of the CONB process is to establish the set of activities required to provide, monitor, control, and remove an individual's access to VA systems, equipment, and facilities as appropriate to meet the needs of the VA.

Specific goals include:

- Completing required background investigation including the Special Agreement Check (SAC) for fingerprinting
- Reviewing and accepting VA Rules of Behavior
- Obtaining access to the Talent Management System
- Documenting the required information security and privacy training to access the VA network
- Receiving Government Furnished Equipment with needed software, if required
- Accessing the VA Network and establishing remote VA network access as required
- Obtaining VA identification and access to VA facilities
- Monitoring and verifying successful completion of annual security training requirements
- Monitoring and verifying successful adjudication of SAC, National Agency Check with Inquiries, Minimum Background Investigation, or Background Investigation as appropriate to the role
- Granting or withdrawing access based upon meeting or failing to meet requirements, initiate personnel actions as necessary
- Notifying appropriate management personnel of access changes required based upon clearance adjudications or failure to meet requirements
- Ensuring recovery of identity badges, Personal Identity Verification (PIV) cards, keys and other access granting items are recovered before the individual departs from the VA
- Ensuring access to Public Key Infrastructure (PKI), as applicable

- Ensuring recovery of all GFE (desktops, laptops, smart phone, printers, faxes, etc.) and other government property are properly recovered and transferred to the appropriate office in the VA within 24 hours if the individual departs from the VA
- Ensuring that clearance through appropriate physical security personnel occurs
- Ensuring all system access privileges and network access are terminated
- Ensuring that all appropriate personnel actions are initiated, documented and notifications are made

## **Contractors On/Off-Boarding RACI Information**

The following describes the RACI information for this process:

### **CONB-01.01 Identify Security Requirements**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contracting Officer's Representative Supervisor

Consulted Role: Information Security Officer; VA Security Specialist

Informed Role: None Listed

### **CONB-01.02 Identify Systems Needed for Access**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: Information Security Officer

Informed Role: None Listed

### **CONB-01.03 Identify Space Requirements**

Responsible Role: Contracting Officer's Representative

Accountable Role: IT Space and Facilities Management Office

Consulted Role: Facility Chief Information Officer

Informed Role: Director, IT Space and Facilities Management

### **CONB-01.04 Identify GFE Requirements**

Responsible Role: Contracting Officer's Representative

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-01.05 GFE Required?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: Employee

Informed Role: None Listed

### **CONB-01.06 Notify of GFE Requirements**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-01.07 Validate GFE Availability**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.01 Send Contractor Onboarding Tool Kit to Contractor Lead**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.02 Send Information to Individual**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.03 Complete All Required Information**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Contracting Officer's Representative

#### **CONB-02.04 Provide Information for Investigation/SAC**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.05.01 Create TMS Account**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: Talent Management System Administrator

Informed Role: Contracting Officer's Representative; Talent Management System Administrator

#### **CONB-02.05.02 Complete Required Training**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.05.03 Issues?**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.05.04 Seek Assistance to Complete Training**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Talent Management System Administrator

#### **CONB-02.05.05 Assist to Complete Training**

Responsible Role: Talent Management System Administrator

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

#### **CONB-02.05.06 Training Complete?**

Responsible Role: Talent Management System Administrator

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

#### **CONB-02.05.07 Complete Appropriate Action**

Responsible Role: Contractor Lead

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.05.08 Notify Training Complete**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.05.09 Update and Forward Staff Roster**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.06 Provide Training Certificates**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.07.01 Notify Individual**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.07.02 Obtain Fingerprints**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

### **CONB-02.07.03 Submit Request for SAC Adjudication**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed



Informed Role: None Listed

#### **CONB-02.07.04 Conduct Special Agreement Check**

Responsible Role: VA Security Specialist

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.07.05 Process Special Agreement Check Report**

Responsible Role: VA Security Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

#### **CONB-02.07.06 SAC Without Issues?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.07.07 Withdraw?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Employee

#### **CONB-02.07.08 Confirm SAC Adjudicated**

Responsible Role: Contracting Officer's Representative

Accountable Role: VA Security Specialist

Consulted Role: None Listed

Informed Role: Contractor Lead

### **CONB-02.07.09 Receive and Forward Documents**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.07.10 Receive Special Agreement Check Report**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Sponsor

### **CONB-02.08 SAC Adjudicated and Training Done?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Service Delivery and Engineering Point of Contact

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.09.01 Request Investigation**

Responsible Role: Contracting Officer's Representative

Accountable Role: Security and Investigations Center

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.09.02 Submit Documents for Security and Investigations Center**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead  
Consulted Role: Security and Investigations Center  
Informed Role: Individual

#### **CONB-02.09.03.01 Prior Federal Service?**

Responsible Role: Individual  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: Contractor Lead

#### **CONB-02.09.03.02 Request Review**

Responsible Role: Contracting Officer's Representative  
Accountable Role: Personnel Security Office/Specialist  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-02.09.03.03 Conduct Reciprocity Applicability Review**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: Individual

#### **CONB-02.09.03.04 Reciprocity?**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-02.09.03.05 Request e-QIP Questionnaire Completion**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: Contractor Lead; Individual

#### **CONB-02.09.03.06 Submit Completed e-QIP**

Responsible Role: Individual  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-02.09.03.07 Submit Signature Pages**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: Individual

#### **CONB-02.09.03.08 Send Certificate of Eligibility**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: Individual

#### **CONB-02.09.04 Validate Background Investigation Is Scheduled**

Responsible Role: VA Security Specialist  
Accountable Role: Contracting Officer's Representative  
Consulted Role: None Listed  
Informed Role: Individual

### **CONB-02.10 Investigation Scheduled?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Personnel Security Office/Specialist

Consulted Role: None Listed

Informed Role: Contractor Lead

### **CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: IT Specialist

### **CONB-02.11.02 Approve?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.11.03 Review Initial Network Access**

Responsible Role: IT Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.11.04 Concur?**

Responsible Role: IT Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead; Individual

#### **CONB-02.11.05 Establish Initial Network Access**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.11.06 Establish E-mail Account**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.11.07 Create Remote Access Account**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.11.08 Contact TMS Administrator to Confirm Domain**

Responsible Role: Contracting Officer's Representative

Accountable Role: Talent Management System Administrator

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.11.09 Validate TMS Profile**

Responsible Role: Talent Management System Administrator

Accountable Role: Contracting Officer's Representative Supervisor

Consulted Role: None Listed

Informed Role: Contractor Lead; Individual

#### **CONB-02.11.10 Alert COR When GFE Ships**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: IT Specialist

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.12.01 Determine Need for New PIV**

Responsible Role: Field Administrative Services

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.12.02 New PIV?**

Responsible Role: Field Administrative Services

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.12.03 Request PIV Card**

Responsible Role: Field Administrative Services

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.12.04 Determine if Soft Certificate Necessary**

Responsible Role: Field Administrative Services

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.12.05 Schedule PIV Appointment**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.12.06 Issue PIV Card**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.12.07 Soft Certificate Needed?**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.12.08 Submit Soft Certificate Request**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.12.09 Provide Soft Certificate Information**



Responsible Role: Field Administrative Services

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.12.10 Validate Soft Certificate**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-02.12.11 Add to Auto Enroll Security Group**

Responsible Role: PKI Help Desk

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

#### **CONB-02.13.01 Alert Contract Lead to Pick up GFE**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: Individual

Informed Role: None Listed

#### **CONB-02.13.02 Contact Individual to Pick up GFE**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.13.03 Obtain GFE**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.13.04 Contact COR the GFE was Picked up**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.13.05 Receive Notification that GFE has been Picked up**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.14 Access Network**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Sponsor

### **CONB-02.15 Elevated Privileges?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.01 Request Elevated Privileges**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: Service Delivery and Engineering Point of Contact

Informed Role: None Listed

### **CONB-02.16.02 Assign Elevated Privileges Required Training**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.03 Complete Elevated Privileges Required Training**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.04 Complete Elevated Privileges Request**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.05 Review and Approve Elevated Privileges Request**

Responsible Role: Contracting Officer's Representative

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: None Listed

**CONB-02.16.06 Approve?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: Contractor Lead

**CONB-02.16.07 Review and Approve Elevated Privileges Request**

Responsible Role: Information Security Officer

Accountable Role: Individual

Consulted Role: None Listed

Informed Role: None Listed

**CONB-02.16.08 Approve?**

Responsible Role: Information Security Officer

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

**CONB-02.16.09 Grant Elevated Privileges Request**

Responsible Role: System Owner

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

**CONB-02.16.10 Approve?**

Responsible Role: System Owner

Accountable Role: Information Security Officer

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.11 Complete Final Approval**

Responsible Role: Information Security Officer

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.16.12 Approve?**

Responsible Role: Information Security Officer

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.17 Begin Work**

Responsible Role: Individual

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

### **CONB-02.18 Complete Investigation**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead; Individual

### **CONB-02.19 Upload Investigation Results**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.20 Notify Contractor Lead of BI Results**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.21 BI Results?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.22.01 Initiate VA Personnel Accountability System**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: Individual

### **CONB-02.22.02 Complete VA Personnel Accountability System**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-02.22.03 Verify VA Personnel Accountability System**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.01 Monitor Status**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.02 Change in Status?**

Responsible Role: Contractor Lead

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.01 Generate Training Compliance - Deficiency Report**

Responsible Role: Talent Management System Administrator

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.02 Review VA-PAS Data**

Responsible Role: Contracting Officer's Representative

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.03 Review Training Status**

Responsible Role: Contractor Lead

Accountable Role: Talent Management System Administrator

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.04 Receive Training Notification**

Responsible Role: Individual

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.05 Review and/or Update VA-PAS Data**

Responsible Role: Individual

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.06 Compliant?**

Responsible Role: Contractor Lead

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.07 Request Suspension of Access**

Responsible Role: Contracting Officer's Representative

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed



### **CONB-03.03.08 Suspend Individual's Access**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.09 Notify Individual of Suspended Access**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.10 Take Training?**

Responsible Role: Contractor Lead

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.11 Complete Required Training**

Responsible Role: Individual

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.12 Training Recorded in TMS?**

Responsible Role: Individual

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.13 Ensure Training Recorded in TMS**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.14 Request Restoration of Access**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.15 Approve Restoration of Access**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.03.16 Restore Access**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.04 Terminate?**

Responsible Role: Contractor Lead

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.05 Update TMS Profile**

Responsible Role: Individual

Accountable Role: Personnel Security Office/Specialist

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.06 Verify Computer Access Permissions**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.07 Verify Required Risk Level**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.08 Increase Position Risk Level?**

Responsible Role: Sponsor

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.01 Update and Forward Staff Roster**

Responsible Role: Contractor Lead

Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

### **CONB-03.09.02 Review Current Status**

Responsible Role: Sponsor  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

### **CONB-03.09.03.01 Request e-QIP Questionnaire Completion**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

### **CONB-03.09.03.02 Submit Updated e-QIP**

Responsible Role: Individual  
Accountable Role: Contractor Lead  
Consulted Role: None Listed  
Informed Role: None Listed

### **CONB-03.09.03.03 Conduct QC e-QIP Signature Pages**

Responsible Role: Personnel Security Office/Specialist  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

### **CONB-03.09.04 Withdraw?**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.05 Complete Background Investigation**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.06 Upload BI Results**

Responsible Role: Personnel Security Office/Specialist

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.07 Unfavorable BI?**

Responsible Role: Sponsor

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.08 Notify Contractor Lead of Unfavorable BI**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.09.01 Determine Need for New PIV**

Responsible Role: Field Administrative Services

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.09.02 Update PIV?**

Responsible Role: Field Administrative Services

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.09.03 Request PIV Card Update**

Responsible Role: Field Administrative Services

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.09.04 Schedule PIV Appointment**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.09.05 Update PIV Card**

Responsible Role: PKI Help Desk

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.10.01 Request Update to Electronic Access**

Responsible Role: Contractor Lead

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.10.02 Approve?**

Responsible Role: Contracting Officer's Representative

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.10.03 Review Electronic Access Request**

Responsible Role: IT Specialist

Accountable Role: Contracting Officer's Representative

Consulted Role: None Listed

Informed Role: Contractor Lead

### **CONB-03.09.10.04 Concur?**

Responsible Role: IT Specialist

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.09.10.05 Update Electronic Access**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-03.09.10.06 Remote Access?**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-03.09.10.07 Create / Update Remote Access Account**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-03.09.10.08 Access Updated Resources**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-03.09.10.09 Access Successful?**

Responsible Role: Individual

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-03.10 Unfavorable BI?**

Responsible Role: Sponsor

Accountable Role: None Listed



Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.11 Complete Appropriate Action**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.12 Update TMS Profile**

Responsible Role: Individual

Accountable Role: Talent Management System Administrator

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-03.13 Increase Access**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-04.01 Issues?**

Responsible Role: Contractor Lead

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

### **CONB-04.02 Notify Sponsor/COR of Change in Status**

Responsible Role: Contractor Lead

Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.03 Notify Contractor Lead to Direct Off-Boarding**

Responsible Role: Sponsor  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.04 Direct Off-Boarding**

Responsible Role: Contractor Lead  
Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.05 Return Items for Off-Boarding**

Responsible Role: Individual  
Accountable Role: Contractor Lead  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.06 Accomplish Off-Boarding Local Actions**

Responsible Role: Individual  
Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete**

Responsible Role: Local Administrative Support  
Accountable Role: Facility Chief Information Officer  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.08 Receive Notification PIV Card Turned In**

Responsible Role: Sponsor  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.09 Coordinate Account Deactivations**

Responsible Role: Sponsor  
Accountable Role: Principal Deputy Assistant Secretary for Information and Technology  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.10 Deactivate PIV**

Responsible Role: PIV Office  
Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.11 Deactivate Virtual Private Network**

Responsible Role: Information Security Officer  
Accountable Role: Sponsor  
Consulted Role: None Listed  
Informed Role: None Listed

#### **CONB-04.12 Deactivate VA Network Accounts**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.13 Complete Off-Boarding**

Responsible Role: Individual

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.14 Items Returned?**

Responsible Role: Sponsor

Accountable Role: None Listed

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.15 Hold Invoice Payment**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: Contractor Lead

#### **CONB-04.16 Communicate to Contractor Lead**

Responsible Role: Sponsor

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.17 Validate Individual Removed from VA-PAS**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.18 Archive Files**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.01 Initiate Emergent Off-Boarding**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.02 Provide Recommended Actions**

Responsible Role: Information Security Officer

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.03 Deactivate VA Network Accounts**

Responsible Role: Service Delivery and Engineering Point of Contact

Accountable Role: Sponsor

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.04 Escort Off Premises**

Responsible Role: Law Enforcement

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.05 Deactivate Virtual Private Network**

Responsible Role: Network Security Operation Center

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.06 Conduct Emergent Off-Boarding**

Responsible Role: Information Security Officer

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.07 Deactivate Physical Access**

Responsible Role: PIV Office

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.08 Notify Individual to Return Government Property**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.09 Coordinate Account Deactivations**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.10 Return Government Property**

Responsible Role: Individual

Accountable Role: Contractor Lead

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.11 Ensure Government Property Returned**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.12 Transfer Responsibility to Recover Property**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.13 Hold Invoice Payment**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed

#### **CONB-04.19.14 Maintain Record of Emergent Off-Boarding**

Responsible Role: Sponsor

Accountable Role: Principal Deputy Assistant Secretary for Information and Technology

Consulted Role: None Listed

Informed Role: None Listed



## **Contractors On/Off-Boarding Associated Artifacts Information**

Associated Artifacts information (including hyperlinks) for this process includes:

Acquisition Requirements Package

Contract Employee: Background Investigation Request Worksheet Template

Contractor Staff Roster Template

CRISP Screening Checklist

Electronic Contractor Onboarding Access Request Form Template

GFE\_Space Form Template

OIT Contractor Onboarding Processing Toolkit Template

OPM Form OF306-Declaration for Federal Employment Template

OPM INV-70B Request for PIPS-CVS User ID-Access Template

Performance Work Statement Template

PIV Applicant Information for Employees and Contractors

Position Task Risk Designation Template

Resource Decision Matrix Template

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

Self-Certification of Continuous Service Template

Special Agreement Check Request Form

VA Form 0710- Authorization for a Release of Information Template

VA Form 0752-Confidentiality of Sensitive Information Non-Disclosure Agreement Template

VA Form 0887-VA Government Property Loan Form Template

VA Form 0923-Serious Incident Report Template

VA Form 3248-Employees Clearance from Indebtedness Template

VA Form 4236-Certificate of Eligibility Template

VA Handbook 6500.6 - Appendix A - Checklist For Information Security In The Initiation Phase Of Acquisitions

## **Contractors On/Off-Boarding Tools and Web Sites Information**

The Tools and Web Sites associated with this process (including hyperlinks) include:

Citrix Access Gateway

eCONB Forms Portal

Electronic Questionnaires for Investigations Processing (e-QIP)  
Field Administrative Services  
Form I-9, Employment Eligibility Verification  
Identity Documentation Criteria  
Information Technology Acquisition Request System (ITARS)  
ISO Locator List  
ISO Virtual Private Network Portal  
MyVA Elevated Privileges  
Network Field Office ISO Portal  
Network Security Operations Center Remedy Portal  
OIT Contractor Onboarding Tracker Tool  
Online Certification System  
Personal Identity Verification Database  
Personnel Investigations Processing System (PIPS)  
Physical Access Control System  
PIV Appointment Scheduling Tool  
PIV Badge Offices  
PIV Card Management System  
Position Designation Automated Tool (PDT)  
Rational Team Concert (Change/Configuration Management) Server  
Rescue AnyConnect Virtual Private Network  
Security and Investigations Center Resource Site  
Service Desk Ticketing System  
Talent Management System (TMS)  
Talent Management System Self Enrollment Portal  
VA HSPD-12 Program, How to Get a VA ID Badge  
VA Personnel Accountability System  
VA PIV Enrollment Portal  
VA PKI Information and Enrollment Portal  
Virtual Office of Acquisition  
Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

## **Contractors On/Off-Boarding Standards Information**

Standards associated with this process (including hyperlinks) include:

Acceptance of Electronic Credentials (VAIQ #7218847)

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Employee User's Guide

Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information

Executive Order 13488, Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

How to Get a VA ID Badge

HSPD-12 Communication - New Identity Source Document Guidelines

Identity Documentation Criteria

Information Access and Privacy Program

Job Aid: Assign Learning via Assignment Profiles

Mandatory Use of PIV Card Authentication for VA Information Systems Access (VAIQ #7633050)

Mandatory Use of PIV Multifactor Authentication for Users with Elevated Privileges (VAIQ# 7613597)

Mandatory Use of PIV Multifactor Authentication to VA Information System (VAIQ# 7613595)

Office of Information and Technology Space Standards (VAIQ 7282835)

Personal Identity Verification (PIV) Responsibilities and Deadlines for OIT Offices (VAIQ 7103588)

Restoration Guidance for Personal Identity Verification (PIV) Only Authentication (POA) (VAIQ #7324110)

Suitability Processing Handbook

VA Card Types and Requirements

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

VA Directive 0321, Serious Incident Reports

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program  
VA Handbook 0710, Personnel Suitability and Security Program  
VA Handbook 0730/4, Security and Law Enforcement  
VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program  
VA Handbook 6500.1, Electronic Media Sanitization  
VA Handbook 6500.6, Contract Security  
VA Handbook 7002, Logistics Management Procedures  
VA Personnel Accountability System Supervisor Representative Computer-Based Training  
VA Public Key Infrastructure (PKI) Program Setting up E-mail Outlook 2003  
VA Public Key Infrastructure (PKI) Program Setting up E-mail Outlook 2007  
VA Public Key Infrastructure (PKI) Program Setting up E-mail Outlook 2010  
VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

## **Contractors On/Off-Boarding Process**

### **Process Activity Name: CONB-01 Prepare for On-Boarding**

#### **Previous Activities**

Process Begins

#### **Next Activities**

CONB-01.01 Identify Security Requirements

#### **Description**

The sub-process map for Prepare for On-Boarding cycles through the following dependent activities:

- Identify Security Requirements
- Identify GFE Requirements
- Notify of GFE Requirements
- Validate GFE Availability

### **Process Activity Name: CONB-01.01 Identify Security Requirements**

#### **Concurrent Activities**

CONB-01.02 Identify Systems Needed for Access

And

CONB-01.03 Identify Space Requirements

And

CONB-01.04 Identify GFE Requirements

### **Previous Activities**

CONB-01 Prepare for On-Boarding

### **Next Activities**

CONB-01.05 GFE Required?

### **Description**

The Contractor Officer Representative (COR) identifies security requirements for a position based on the risk level for the task role using the Position Designation Automated Tool (PDT). The Sponsor completes the Security Attachment for the draft acquisition package within the Security Section of the Performance Work Statement. Access templates in the PDT to document risk by:

- Using the task name to complete the "position" field in PDT (corresponding task to position)
- Designating the appropriate risk level(s) associated with investigation level(s) using results of PDT [Position Designation Record(s)] by task and/or each individual work effort

The COR completes, signs and obtains required signatures for the Checklist for Information Security in the Initiation Phase of Acquisitions within Appendix A of VA Handbook 6500.6, Contract Security Tailoring and completing Appendix C of VA Handbook 6500.6, Contract Security.

Once the performance work statement, including the Personnel Security Section, is prepared the contract effort follows the Contracting Support Services process through award of the Contract.

The COR initiates the CRISP Screening Checklist, used to track completion of on-boarding requirements.

### **Input**

Performance Work Statement or Statement of Work

Position Designation Record

Requirements Package

Resource Decision Matrix

### **Output**

CRISP Screening Checklist

Position/Task Risk Designation Level(s) And Contractor Personnel Security Requirements Form  
Checklist for Information Security in the Initiation Phase of Acquisitions (VA Handbook 6500.6, Contract Security Appendix A)

VA Information and Information System Security/Privacy Language for Inclusion into Contracts (VA Handbook 6500.6, Contract Security Appendix C)

### **Associated Artifacts**

CRISP Screening Checklist

Position Task Risk Designation Template

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contracting Officer's Representative Supervisor

### **Consulted Role**

Information Security Officer; VA Security Specialist

### **Informed Role**

None Listed

### **Tools and Websites**

Position Designation Automated Tool (PDT)

Security and Investigations Center Resource Site

Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

### **Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

### **More Info**

Refer to the VA Handbook 6500.6 Security Attachment for information on fingerprints, background investigation, and Personal Identification Verification.

The Checklist for Information Security in the Initiation Phase of Acquisitions is located in VA Handbook 6500.6. See Contract Security in Appendix A, and the VA Information and Information System Security/Privacy Language for Inclusion into Contracts in Appendix C.

## **Process Activity Name: CONB-01.02 Identify Systems Needed for Access**

### **Concurrent Activities**

CONB-01.01 Identify Security Requirements

And

CONB-01.03 Identify Space Requirements

And

CONB-01.04 Identify GFE Requirements

### **Previous Activities**

CONB-01 Prepare for On-Boarding

### **Next Activities**

CONB-01.05 GFE Required?

### **Description**

The Contracting Officer Representative reviews the Performance Work Statement to identify the systems the contractors needs access to in the performance of the contract requirements.

### **Input**

GFE/GFS Memo

Performance Work Statement

Resource Decision Matrix

### **Output**

Identified Systems Needed for Access

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

Information Security Officer

### **Informed Role**

None Listed

### **Tools and Websites**

MyVA Elevated Privileges

Network Field Office ISO Portal

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-01.03 Identify Space Requirements**

**Concurrent Activities**

CONB-01.01 Identify Security Requirements

And

CONB-01.02 Identify Systems Needed for Access

And

CONB-01.04 Identify GFE Requirements

**Previous Activities**

CONB-01 Prepare for On-Boarding

**Next Activities**

CONB-01.05 GFE Required?

**Description**

The Contracting Officers Representative identifies the space requirement need for the contract as identified in the Performance Work Statement. The Sponsor communicates these requirements to the IT Space and Facilities Management Office.

**Input**

Draft Occupancy Agreement

GFE/GFS Memo

Performance Work Statement

Program of Requirements

Resource Decision Matrix

**Output**

Updates to Program of Requirements or

Updates to Draft Occupancy Agreement

**Associated Artifacts**

None Listed



**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

IT Space and Facilities Management Office

**Consulted Role**

Facility Chief Information Officer

**Informed Role**

Director, IT Space and Facilities Management

**Tools and Websites**

None Listed

**Standards**

Office of Information and Technology Space Standards (VAIQ 7282835)

**More Info**

None Listed

**Process Activity Name: CONB-01.04 Identify GFE Requirements****Concurrent Activities**

CONB-01.01 Identify Security Requirements

And

CONB-01.02 Identify Systems Needed for Access

And

CONB-01.03 Identify Space Requirements

And

CONB-01.04 Identify GFE Requirements

**Previous Activities**

CONB-01 Prepare for On-Boarding

**Next Activities**

CONB-01.05 GFE Required?

**Description**

The Contracting Officers Representative validates and refines previously submitted Government Furnished Equipment (GFE) for the contract. The GFE requirement is included in the Performance Work Statement and Requirements Package.

The Sponsor updates the CRISP Screening Checklist, used to track completion of on-boarding requirements.

### **Input**

CRISP Screening Checklist

GFE/GFS Memo

Performance Work Statement Requirements Package

### **Output**

Updated CRISP Screening Checklist

Updated GFE/GFS Memo

### **Associated Artifacts**

CRISP Screening Checklist

GFE\_Space Form Template

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Position Designation Automated Tool (PDT)

Virtual Office of Acquisition (VOA), Customer Acquisition Portal (CAP)

### **Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

None Listed

**Process Activity Name: CONB-01.05 GFE Required?****Previous Activities**

CONB-01.01 Identify Security Requirements

AND

CONB-01.02 Identify Systems Needed for Access

AND

CONB-01.03 Identify Space Requirements

AND

CONB-01.04 Identify GFE Requirements

**Next Activities**

If "Yes":

CONB-01.06 Notify of GFE Requirements

Or

If "No":

CONB-02 Complete On-Boarding

**Description**

The Contracting Officer Representative reviews the information from the Statement of Work to see if GFE will be required for the Contractor(s).

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

Employee

**Informed Role**

None Listed

**Process Activity Name: CONB-01.06 Notify of GFE Requirements****Previous Activities**

CONB-01.05 GFE Required?

**Next Activities**

CONB-01.07 Validate GFE Availability

**Description**

The Contracting Officer Representative (COR) determines whether Government Furnished Equipment (GFE) is needed. Upon the COR determining GFE is needed, the COR notifies the Service Delivery and Engineering (SDE) Point of Contact at least 30 days prior to when the GFE is needed.

**Input**

Acquisition Requirements Package (Awarded Contract)

GFE /GFS Memo

**Output**

Updated GFE/GFS Memo

Notification to Service Delivery and Engineering on Government Furnished Equipment

**Associated Artifacts**

GFE\_Space Form Template

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Information Technology Acquisition Request System (ITARS)

**Standards**

None Listed

**More Info**

Requirements for GFE are ideally identified early in the acquisition life cycle and appropriate forms emailed to “VA IT FO GFE SUPPORT FOR IT FUNDED CONTRACTOR” GFE requirements must be identified in Performance Work Statements (PWS) and contract award documentation.

All data will be transposed onto the electronic Contractor Onboarding Access Request Tool once the contractor names are known and submitted for access and provisioning of GFE.

**Process Activity Name: CONB-01.07 Validate GFE Availability****Previous Activities**

CONB-01.06 Notify of GFE Requirements

**Next Activities**

CONB-02 Complete On-Boarding

**Description**

The Service Delivery and Engineering (SDE) Point of Contact receives the Government Furnished Equipment (GFE) notification from the Sponsor and validates GFE availability.

**Input**

Notification to Service Delivery and Engineering on Government Furnished Equipment

**Output**

Updated Inventory

**Associated Artifacts**

None Listed

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 7002, Logistics Management Procedures

**More Info**

None Listed

**Process Activity Name: CONB-02 Complete On-Boarding****Previous Activities**

CONB-01.07 Validate GFE Availability

**Next Activities**

CONB-02.01 Send Contractor Onboarding Tool Kit to Contractor Lead

**Description**

The sub-process map for Complete On-Boarding cycles through the following dependent activities:

- Send Contractor Onboarding Tool Kit to Contractor Lead
- Send Information to Individual
- Complete All Required Information
- Provide Information for Investigation/SAC
- Complete Required Training
- Provide Training Certificates
- Conduct Special Agreement Check
- Request Investigation
- Establish Network ID
- Obtain PIV Card
- Issue GFE
- Access Network
- Complete Elevated Privileges
- Begin Work
- Complete Investigation
- Upload Investigation Results
- Notify Contractor Lead of Investigation Results
- Establish VA Personnel Accountability System

## **Process Activity Name: CONB-02.01 Send Contractor Onboarding Tool Kit to Contractor Lead**

### **Previous Activities**

CONB-02 Complete On-Boarding

### **Next Activities**

CONB-02.02 Send Information to Individual

### **Description**

The Contracting Officer Representative sends the Contractor Onboarding Tool Kit to Contractor Lead. The COR assigns the Contractor Lead to complete the OI&T Contractor Onboarding Tracker Tool to complete. The tool will require the Contractor Lead to request Access.

### **Input**

Performance Work Statement

### **Output**

Contractor On-boarding Tool Kit

**Associated Artifacts**

OIT Contractor Onboarding Processing Toolkit Template

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

OIT Contractor Onboarding Tracker Tool

**Standards**

None Listed

**More Info**

The Contractor Onboarding Tool Kit provides a detailed SOP of all steps and forms needed by the Contractor and their employees for all onboarding steps.

**Process Activity Name: CONB-02.02 Send Information to Individual****Previous Activities**

CONB-02.01 Send Contractor Onboarding Tool Kit to Contractor Lead

**Next Activities**

CONB-02.03 Complete All Required Information

**Description**

The Contractor Lead sends the Contractor On-boarding Tool Kit to the Individual to use as a guide for all onboarding steps. The Contractor Lead will use the Toolkit to help track overall onboarding to ensure individual contractors have a trouble free process through all steps of onboarding.

The Contractor Lead updates the OIT Contractor Onboarding Tracker Tool as well with information on each Contractor assigned to the project.

**Input**

Acquisition Requirements Package (Awarded Contract)

Announcement of Contract Award (E-mail)

Contracting Officer's Representative Designation Letter

Contractor On-Boarding Processing Tool Kit

CRISP Screening Checklist

**Output**

Contract Employee: Background Investigation Request Worksheet

Contractor Staff Roster

OPM Form OF306, Declaration for Federal Employment

Self-Certification of Continuous Service (if applicable)

Special Agreement Check (SAC) Fingerprint Verification Worksheet Form

Updated CRISP Screening Checklist

Updated OIT Contractor On-Boarding Processing Toolkit

**Associated Artifacts**

Contract Employee: Background Investigation Request Worksheet Template

Contractor Staff Roster Template

CRISP Screening Checklist

OPM Form OF306-Declaration for Federal Employment Template

Self-Certification of Continuous Service Template

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

OIT Contractor Onboarding Processing Toolkit Template

**Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Security and Investigations Center Resource Site

Talent Management System (TMS)

Virtual Office of Acquisition

OIT Contractor Onboarding Tracker Tool



## **Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

## **More Info**

The OIT Contractor Onboarding Tracker Tool requires the Contractor Lead to request access the first time the tool is used.

## **Process Activity Name: CONB-02.03 Complete All Required Information**

### **Previous Activities**

CONB-02.02 Send Information to Individual

### **Next Activities**

CONB-02.04 Provide Information for Investigation/SAC

And

CONB-02.05 Complete Required Training

## **Description**

The Individual completes all information requested by the Contractor Lead and sends back all required information no later than day two of onboarding for submittal to the Contracting Officer Representative.

## **Input**

Contract Employee: Background Investigation Request Worksheet

Contractor Staff Roster

CRISP Screening Checklist

OPM Form OF306, Declaration for Federal Employment

Security Information Center (SIC) Fingerprint Verification Worksheet Form

Self-Certification of Continuous Service (if applicable)

## **Output**

Submitted Contract Employee: Background Investigation Request Worksheet

Submitted OPM Form OF306, Declaration for Federal Employment

Submitted Security Information Center (SIC) Fingerprint Verification Form

Submitted Self-Certification of Continuous Service (if applicable)

Worksheet Form

Updated Contractor Staff Roster

Updated CRISP Screening Checklist

### **Associated Artifacts**

Contract Employee: Background Investigation Request Worksheet Template

Contractor Staff Roster Template

CRISP Screening Checklist

Self-Certification of Continuous Service Template

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

### **Responsible Role**

Individual

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

Contracting Officer's Representative

### **Tools and Websites**

Security and Investigations Center Resource Site

Talent Management System (TMS)

Talent Management System Self Enrollment Portal

Virtual Office of Acquisition

### **Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

None Listed

**Process Activity Name: CONB-02.04 Provide Information for Investigation/SAC**

**Concurrent Activities**

CONB-02.05 Complete Required Training

**Previous Activities**

CONB-02.03 Complete All Required Information

**Next Activities**

CONB-02.07 Conduct Special Agreement Check

And

CONB-02.09 Request Investigation

**Description**

The Contracting Lead submits all onboarding information to the Contracting Officer Representative for submission for Investigation as required.

**Input**

Contract Employee: Background Investigation Request Worksheet

Contractor Staff Roster

CRISP Screening Checklist

OPM Form OF306, Declaration for Federal Employment

Security Information Center (SIC) Fingerprint Verification Worksheet Form

Self-Certification of Continuous Service (if applicable)

**Output**

Submitted Contract Employee: Background Investigation Request Worksheet

Submitted OPM Form OF306, Declaration for Federal Employment

Submitted Security Information Center (SIC) Fingerprint Verification Form

Submitted Self-Certification of Continuous Service (if applicable)

Worksheet Form

Updated Contractor Staff Roster

Updated CRISP Screening Checklist

**Associated Artifacts**

Contract Employee: Background Investigation Request Worksheet Template

Contractor Staff Roster Template

CRISP Screening Checklist

Self-Certification of Continuous Service Template

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

**Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Security and Investigations Center Resource Site

Talent Management System (TMS)

Talent Management System Self Enrollment Portal

Virtual Office of Acquisition

**Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

None Listed

**Process Activity Name: CONB-02.05 Complete Required Training**

**Concurrent Activities**

CONB-02.04 Provide Information for Investigation/SAC

**Previous Activities**

CONB-02.03 Complete All Required Information

Or

CONB-02.08 SAC Adjudicated and Training Done?

**Next Activities**

CONB-02.05.01 Create TMS Account

**Description**

The sub-process for Complete Required Training cycles through the following dependent activities:

- Create TMS Profile
- Complete Required Training
- Seek Assistance to Complete Training
- Assist to Complete Training
- Complete Appropriate Action
- Notify Training Complete
- Update and Forward Staff Roster

**Process Activity Name: CONB-02.05.01 Create TMS Account****Previous Activities**

CONB-02.05 Complete Required Training

**Next Activities**

CONB-02.05.02 Complete Required Training

**Description**

The individual creates an account in TMS via the TMS Self Enrollment Portal.

If the individual is not doing self-enrollment the Contracting Officer Representative will send the necessary information for the individual to complete.

**Input**

Contractor On-Boarding Tool Kit

**Output**

TMS Account Created

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

Talent Management System Administrator

**Informed Role**

Contracting Officer's Representative; Talent Management System Administrator

**Tools and Websites**

Talent Management System (TMS)

Talent Management System Self Enrollment Portal

**Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

Job Aid: Assign Learning via Assignment Profiles

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

None Listed

**Process Activity Name: CONB-02.05.02 Complete Required Training****Previous Activities**

CONB-02.05.01 Create TMS Account

Or

CONB-02.05.07 Complete Appropriate Action

**Next Activities**

CONB-02.05.03 Issues?

**Description**

The Individual works with the Contracting Officer Representative to develop a profile in Talent Management System (TMS) using the TMS Self Enrollment Portal. Once the profile is established the Individual completes the following mandatory training within five days of contract award:

- VA Privacy and Information Security Awareness and Rules of Behavior
- VHA Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training (if anyone accesses Protected Health Information)
- Role based cyber security or privacy training when applicable and identified by the Contracting Officer Representatives for VA personnel with equivalent information system access

**Input**

Notification to Individual of Required Actions and Timeframes

TMS Self-Enrollment Profile

**Output**

Talent Management System (TMS) Record of Training Completion

Updated TMS Self-Enrollment Profile

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

Talent Management System Self Enrollment Portal

**Standards**

Job Aid: Assign Learning via Assignment Profiles

**More Info**

None Listed

**Process Activity Name: CONB-02.05.03 Issues?****Previous Activities**

CONB-02.05.02 Complete Required Training

**Next Activities**

If "Yes":

CONB-02.05.04 Seek Assistance to Complete Training

Or

If "No":

CONB-02.05.08 Notify Training Complete

**Description**

The individual taking the training identifies any issues, if any (YES), which occurred during the training and may require assistance.

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.05.04 Seek Assistance to Complete Training****Previous Activities**

CONB-02.05.03 Issues?

**Next Activities**

CONB-02.05.05 Assist to Complete Training

**Description**

The Individual seeks assistance from the Talent Management System Administrator to complete training if issues are encountered.

**Input**

Notification to Individual of Required Actions and Timeframes

**Output**

Notification to Talent Management System Administrator of Issues

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed



**Informed Role**

Talent Management System Administrator

**Tools and Websites**

Talent Management System (TMS)

**Standards**

Job Aid: Assign Learning via Assignment Profiles

**More Info**

None Listed

**Process Activity Name: CONB-02.05.05 Assist to Complete Training****Previous Activities**

CONB-02.05.04 Seek Assistance to Complete Training

**Next Activities**

CONB-02.05.06 Training Complete?

**Description**

The Talent Management System (TMS) Administrator assists the Individual with any issues related to completing the training.

**Input**

Notification to Contractor Lead and Sponsor of Issues

Notification to Talent Management System Administrator of Issues

**Output**

Talent Management System Training Assistance

**Associated Artifacts**

Contractor Staff Roster Template

**Responsible Role**

Talent Management System Administrator

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.05.06 Training Complete?****Previous Activities**

CONB-02.05.05 Assist to Complete Training

**Next Activities**

If "Yes":

CONB-02.05.08 Notify Training Complete

Or

If "No":

CONB-02.05.07 Complete Appropriate Action

**Description**

The TMS Administrator confirms that training is completed once the individual completes all training that required assistance (Yes) or the training is still not complete (No).

**Responsible Role**

Talent Management System Administrator

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Process Activity Name: CONB-02.05.07 Complete Appropriate Action****Previous Activities**

CONB-02.05.06 Training Complete?

**Next Activities**

CONB-02.05.02 Complete Required Training

**Description**

The Contractor Lead monitors the status of progress in completing training and takes appropriate action if issues occur (e.g., assistance to the Individual to complete training or removing the Individual).

**Input**

CRISP Screening Checklist

Contractor Staff Roster

Personnel Investigations Processing System Result (Email)

Talent Management System (TMS) Record of Training Completion

Training Compliance Deficiency

Report

**Output**

None Listed

**Associated Artifacts**

Contractor Staff Roster Template

CRISP Screening Checklist

**Responsible Role**

Contractor Lead

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.05.08 Notify Training Complete**

**Previous Activities**

CONB-02.05.03 Issues?

Or

CONB-02.05.06 Training Complete?

**Next Activities**

CONB-02.05.09 Update and Forward Staff Roster

**Description**

The Individual notifies the Contractor Lead and Sponsor of completion of the following mandatory training within five days of contract award:

- VA Privacy and Information Security Awareness and Rules of Behavior
- VHA Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training (if anyone accesses Protected Health Information)
- Role based cyber security or privacy training when applicable and identified by the Contracting Officer Representatives for VA personnel with equivalent information system access

**Input**

Talent Management System (TMS) Record of Training Completion

**Output**

Notification to Contractor Lead and COR of Completion of Required Training

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

Job Aid: Assign Learning via Assignment Profiles

**More Info**

None Listed

**Process Activity Name: CONB-02.05.09 Update and Forward Staff Roster****Previous Activities**

CONB-02.05.08 Notify Training Complete

**Next Activities**

CONB-02.06 Provide Training Certificates

**Description**

The Contractor Lead receives notice from the Individual of completion of mandatory training in the Talent Management System (TMS) and updates the Contractor Staff Roster. The Contractor Lead forwards the Contractor Staff Roster to the Contracting Officer Representative.

**Input**

CRISP Screening Checklist

Contractor Staff Roster

Notification to Contractor Lead of Completion of Training

Notification to Individual of Required Actions and Timeframes

**Output**

Updated and Forwarded Contractor Staff Roster

Updated CRISP Screening Checklist

**Associated Artifacts**

Contractor Staff Roster Template

CRISP Screening Checklist

**Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

## **Process Activity Name: CONB-02.06 Provide Training Certificates**

### **Previous Activities**

CONB-02.05.09 Update and Forward Staff Roster

### **Next Activities**

CONB-02.08 SAC Adjudicated and Training Done?

### **Description**

The Contractor Lead forwards training certificates to the Contracting Officer Representative.

### **Input**

Talent Management System (TMS) Record of Training Completion

### **Output**

Forwarded Talent Management System (TMS) Record of Training Completion

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

Talent Management System (TMS)

### **Standards**

None Listed

### **More Info**

None Listed

## **Process Activity Name: CONB-02.07 Conduct Special Agreement Check**

### **Concurrent Activities**

CONB-02.09 Request Investigation

### **Previous Activities**

CONB-02.03 Complete All Required Information

### **Next Activities**

CONB-02.07.01 Notify Individual

### **Description**

The sub-process for Conduct Special Agreement Check cycles through the following dependent activities:

- Notify Individual
- Obtain Fingerprints
- Submit Request for SAC Adjudication
- Conduct Special Agreement Check
- Process Special Agreement Check Report
- Confirm SAC Adjudicated
- Receive and Forward Documents
- Receive Special Agreement Check Report

### **Process Activity Name: CONB-02.07.01 Notify Individual**

### **Previous Activities**

CONB-02.07 Conduct Special Agreement Check

### **Next Activities**

CONB-02.07.02 Obtain Fingerprints

### **Description**

The Contractor Lead receives the notification from the Contracting Officer's Representative (COR), with the Security Information Center (SIC) Fingerprint Verification Form, and instructions on obtaining and documenting fingerprints. The Contractor Lead notifies and forwards the information to the Individual.

### **Input**

Contractor Staff Roster

CRISP Screening Checklist

List of Locations to Obtain Cards (and Fingerprints)

Notification to Contract Lead Regarding Completion of Special Agreement Check (SAC) Fingerprint Verification Form

Special Agreement Check (SAC) Fingerprint Verification Form

### **Output**

Forwarded CRISP Screening Checklist

Forwarded List of Locations to Obtain Cards (and Fingerprints)

Forwarded Special Agreement Check (SAC) Fingerprint Verification Form

Notification to Complete Fingerprinting (E-mail)

### **Associated Artifacts**

CRISP Screening Checklist

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

PIV Badge Offices

Security and Investigations Center Resource Site

### **Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

### **More Info**

The list of locations to obtain cards and fingerprints is located on the VA HSPD-12 Program web site.

Some VA facilities require authorization from the COR before a fingerprint appointment is granted.

The preferred method to send the forwarded Special Agreement Check (SAC) Fingerprint Verification Form is by encrypted e-mail. If unable to send encrypted e-mail, reply with another method which complies with FIPS 140-2 compliant methods such as secure fax or using a traceable mail service.



## **Process Activity Name: CONB-02.07.02 Obtain Fingerprints**

### **Previous Activities**

CONB-02.07.01 Notify Individual

### **Next Activities**

CONB-02.07.03 Submit Request for SAC Adjudication

### **Description**

Upon receipt of the Notification to Complete Fingerprinting (E-mail) the Individual makes an appointment with a VA facility to have electronic fingerprints taken (if appointments are required). Otherwise, the individual requests information from the Contracting Officer Representative or their designee, to obtain fingerprints on a walk-in basis. Only electronic fingerprints are accepted by the VA, except for exceptional situations.

### **Input**

List of Locations to Obtain Cards (and Fingerprints)

Notification to Complete Fingerprinting (E-mail)

### **Output**

Security and Investigations Center Contractor / Employee Fingerprinting Request Form

### **Associated Artifacts**

OPM INV-70B Request for PIPS-CVS User ID-Access Template

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

### **Responsible Role**

Individual

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Contractor Lead

### **Tools and Websites**

Personnel Investigations Processing System (PIPS)

PIV Badge Offices

### **Standards**

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

## **More Info**

The list of locations to obtain cards and fingerprints is located on the VA HSPD-12 Program web site.

Some VA facilities require authorization from the Contracting Officer's Representative before a fingerprint appointment is granted.

Fingerprints are sent electronically from VA to Office of Personnel Management (OPM) to the FBI where the fingerprints are run against several databases. The results are then sent electronically back to VA and stored in folders according to the Security Office Identifier.

Personnel Investigation Processing System (PIPS) is a secured site. Access to the site will require the user to first obtain access to the Office of Personnel Management (OPM). Once access is granted to the OPM site, the user will then need to request access to PIPS using form INV-70B.

## **Process Activity Name: CONB-02.07.03 Submit Request for SAC Adjudication**

### **Previous Activities**

CONB-02.07.02 Obtain Fingerprints

### **Next Activities**

CONB-02.07.04 Conduct Special Agreement Check

### **Description**

The Contracting Officer Representative submits the request for SAC Adjudication to the VA Security Specialist to receive notification once fingerprints are adjudicated.

### **Input**

Special Agreement Check Request Form

### **Output**

Updated Special Agreement Check Request Form

### **Associated Artifacts**

Special Agreement Check Request Form

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

**Tools and Websites**

Security and Investigations Center Resource Site

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.07.04 Conduct Special Agreement Check****Previous Activities**

CONB-02.07.03 Submit Request for SAC Adjudication

**Next Activities**

CONB-02.07.05 Process Special Agreement Check Report

**Description**

The VA Security Specialist, or a trained VA individual, processes the fingerprints electronically, usually at the VA law enforcement office. The VA Security Specialist completes Part C of the Security Information Center (SIC) Fingerprint Verification Form and returns the form to the individual. The VA Security Specialist also uploads the fingerprints to the Office of Personnel Management (OPM).

**Input**

Security and Investigations Center Contractor / Employee (SIC) Fingerprint Verification Form

**Output**

Completed Security and Investigations Center Contractor / Employee (SIC) Fingerprint Verification Form

**Associated Artifacts**

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template

**Responsible Role**

VA Security Specialist

**Accountable Role**

Individual

**Consulted Role**

None Listed

**Informed Role**

None Listed

## **Tools and Websites**

Personnel Investigations Processing System (PIPS)

PIV Badge Offices

## **Standards**

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

## **More Info**

Fingerprints are sent electronically from VA to OPM to the FBI where the fingerprints are run against several databases. The results are then sent electronically back to OPM and stored in folders according to the Security Office Identifier.

## **Process Activity Name: CONB-02.07.05 Process Special Agreement Check Report**

### **Previous Activities**

CONB-02.07.04 Conduct Special Agreement Check

### **Next Activities**

CONB-02.07.06 SAC Without Issues?

### **Description**

A trained VA personnel security employee reviews the results of the special agreement check and makes a determination regarding eligibility for access to VA facilities and/or systems.

Fingerprints without issues are generally adjudicated within 48 hours. If issues are identified the process could take up to 5 business days of submission of the fingerprints for the VA Personnel security employee to make a determination of eligibility.

### **Input**

Contract Employee: Background Investigation Request Worksheet

CRISP Screening Checklist

OPM INV-70B Request for PIPS-CVS User ID-Access

Results from Adjudication in Personnel Investigations Processing System

Security Information Center (SIC) Fingerprint Verification Form

### **Output**

Personnel Investigations Processing System Results

Security Information Center (SIC) Fingerprint Verification Form

Updated CRISP Screening Checklist

### **Associated Artifacts**

CRISP Screening Checklist

OPM INV-70B Request for PIPS-CVS User ID-Access Template

Contract Employee: Background Investigation Request Worksheet Template

**Responsible Role**

VA Security Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

**Standards**

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

**More Info**

If favorable, the PIPS Special Agreement Check results read as "closed no issues". Alternatively, the results may read as "with issues". The Contracting Officer's Representative (COR) provides the point of contact at the Security Office the COR Designation Letter. The PIPS System is a restricted access system only accessible by authorized personnel.

Personnel Investigation Processing System (PIPS) is a secured site. Access to the site will require the user to first obtain access to the Office of Personnel Management (OPM). Once access is granted to the OPM site, the user will then need to request access to PIPS using form INV-70B.

**Process Activity Name: CONB-02.07.06 SAC Without Issues?**

**Previous Activities**

CONB-02.07.05 Process Special Agreement Check Report

**Next Activities**

If "Yes":

CONB-02.07.08 Confirm SAC Adjudicated

Or

If "No":

CONB-02.07.07 Withdraw?

**Description**

The Contractor Officer Representative confirms the Security Information Center (SIC) fingerprints were processed without any issues (Yes) to stop the on-boarding process or if the SIC had issues (No).

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.07.07 Withdraw?****Previous Activities**

CONB-02.07.06 SAC Without Issues?

**Next Activities**

If "Yes":

CONB-04 Complete Off-Boarding

Or

If "No":

CONB-02.07.08 Confirm SAC Adjudicated

**Description**

The Contractor Officer Representative makes a determination if the issues identified in the SIC would require the individual to withdraw from the onboarding process (Yes) or continue (No).

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Employee

**Process Activity Name: CONB-02.07.08 Confirm SAC Adjudicated****Previous Activities**

CONB-02.07.06 SAC Without Issues?

Or

CONB-02.07.07 Withdraw?

**Next Activities**

CONB-02.07.09 Receive and Forward Documents

**Description**

The Contractor Officer Representative confirms the SAC is adjudicated via receipt of the Special Agreement Check (SAC) Report sent by the VA Security Specialist. The SAC Report is generally sent to the Contracting Officer Representative within 48 hours from the date of the fingerprints.

**Input**

CRISP Screening Checklist

Contracting Officer's Representative Designation Letter

Contractor Staff Roster

Personnel Investigations Processing System Results (E-mail)

Results from Adjudication in Personnel Investigations Processing System

Special Agreement Check (SAC) Fingerprint Verification Report

**Output**

Notice of Status of Initiation of Background Investigation

Reviewed Personnel Investigations Processing System Result (E-mail)

Updated CRISP Screening Checklist

Updated Contractor Staff Roster

**Associated Artifacts**

Contractor Staff Roster Template

CRISP Screening Checklist

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

VA Security Specialist

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

Security and Investigations Center Resource Site

Personnel Investigations Processing System (PIPS)

**Standards**

None Listed

**More Info**

The Contracting Officers Representative provides the point of contact at the Security Office via the Contracting Officer's Representative Designation Letter.

**Process Activity Name: CONB-02.07.09 Receive and Forward Documents****Previous Activities**

CONB-02.07.08 Confirm SAC Adjudicated

**Next Activities**

CONB-02.07.10 Receive Special Agreement Check Report

**Description**

The Contractor Lead receives results from the Special Agreement Check from the Contractor Officer Representative. The Contractor Lead forwards results to the Individual to let them know the fingerprints have been adjudicated.

**Input**

CRISP Screening Checklist

Special Agreement Check (SAC) Fingerprint Verification Report

**Output**

Forwarded CRISP Screening Checklist

Forwarded Special Agreement Check (SAC) Fingerprint Verification Report

**Associated Artifacts**

CRISP Screening Checklist

Security and Investigations Center Contractor / Employee Fingerprinting Request Form Template



**Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

**Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The Special Agreement Check (SAC) Fingerprint Verification Form contains Personally Identifiable Information (i.e., Name and Social Security Number) and needs to be sent in a secure manner by fax or encryption. If unable to send encrypted e-mail, other methods which comply with FIPS 140-2 are to encrypt the file, use a secure fax, or use a traceable mail service.

**Process Activity Name: CONB-02.07.10 Receive Special Agreement Check Report****Previous Activities**

CONB-02.07.09 Receive and Forward Documents

**Next Activities**

CONB-02.08 SAC Adjudicated and Training Done?

**Description**

The Individual receives a copy of the results of the Special Agreement Check (SAC) Fingerprint Verification Report sent by the Contractor Lead.

**Input**

Contracting Officer's Representative Designation Letter

Special Agreement Check (SAC) Fingerprint Verification Report

**Output**

Forwarded Special Agreement Check (SAC) Fingerprint Verification Report

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Sponsor

**Tools and Websites**

Security and Investigations Center Resource Site

**Standards**

None Listed

**More Info**

The Special Agreement Check (SAC) Fingerprint Verification Form contains Personally Identifiable Information (i.e., Name and Social Security Number) and needs to be sent in a secure manner by fax or encryption. If unable to send encrypted e-mail, other methods which comply with FIPS 140-2 are to encrypt the file, use a secure fax, or use a traceable mail service.

**Process Activity Name: CONB-02.08 SAC Adjudicated and Training Done?****Previous Activities**

CONB-02.06 Provide Training Certificates

Or

CONB-02.07.10 Receive Special Agreement Check Report

**Next Activities**

If "Yes":

CONB-02.09 Request Investigation

And

CONB-02.11 Establish Network ID

Or

If "No":

CONB-02.04 Provide Information for Investigation/SAC

And

CONB-02.05 Complete Required Training

**Description**

The Service Delivery and Engineering Point of Contact (or their designee, such as the local ISO working with the Contractor Officer Representative and Contract Lead) makes sure the Fingerprints have been adjudicated or training has been completed.

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Service Delivery and Engineering Point of Contact

**Consulted Role**

None Listed

**Informed Role**

Individual

**Process Activity Name: CONB-02.09 Request Investigation**

**Concurrent Activities**

CONB-02.11 Establish Network ID

**Previous Activities**

CONB-02.08 SAC Adjudicated and Training Done?

Or

CONB-02.10 Investigation Scheduled?

**Next Activities**

CONB-02.09.01 Request Investigation

**Description**

The sub-process Request Investigation cycles through the following dependent activities:

- Request Investigation
- Submit Documents for Security and Investigations Center
- Complete e-QIP or Reciprocity
- Validate Investigation Is Scheduled

## **Process Activity Name: CONB-02.09.01 Request Investigation**

### **Concurrent Activities**

CONB-02.09.02 Submit Documents for Security and Investigations Center

### **Previous Activities**

CONB-02.09 Request Investigation

### **Next Activities**

CONB-02.09.03 Complete e-QIP or Reciprocity

### **Description**

The Contracting Officer's Representative follows the guidance located on the Security and Investigations Center (SIC) resource site for investigation processing and requests an Investigation for the Individual.

### **Input**

Contract Employee: Background Investigation Request Worksheet

Contractor Staff Roster

CRISP Screening Checklist

OPM Form OF306, Declaration for Federal Employment

Special Agreement Check (SAC) Fingerprint Verification Form

VA Form 0710, Authorization for a Release of Information (for moderate and high risk investigations only)

### **Output**

Updated Contract Employee: Background Investigation Request Worksheet

Updated Contractor Staff Roster

Updated CRISP Screening Checklist

### **Associated Artifacts**

Contract Employee: Background Investigation Request Worksheet Template

CRISP Screening Checklist

Self-Certification of Continuous Service Template

VA Form 0710- Authorization for a Release of Information Template

OPM Form OF306-Declaration for Federal Employment Template

Contractor Staff Roster Template

### **Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Security and Investigations Center

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Security and Investigations Center Resource Site

**Standards**

None Listed

**More Info**

See the Security and Investigations Center Resource Site page for Contract Officers and Contracting Officer's Representatives for more guidance.

**Process Activity Name: CONB-02.09.02 Submit Documents for Security and Investigations Center****Concurrent Activities**

CONB-02.09.01 Request Investigation

**Previous Activities**

CONB-02.09 Request Investigation

**Next Activities**

CONB-02.09.03 Complete e-QIP or Reciprocity

**Description**

The Contracting Officer's Representative (COR) submits the required documents by uploading the documents through the Security and Investigations Center (SIC) Resource Site. The COR scans documents received from the Individual and renames them using SIC Naming Convention Instructions. The SIC naming system is used to save and upload documents. If the forms contain any mistakes or omissions, the Contractor Officer Representative returns the forms to the Contractor Lead for corrections.

The documents are used by Office of Personnel Management for the Background Investigation.

**Input**

Contract Employee: Background Investigation Request Worksheet

Contractor Staff Roster

CRISP Screening Checklist

OPM Form OF306, Declaration for Federal Employment

Self-Certification of Continuous Service (if applicable)

VA Form 0710, Authorization for a Release of Information (for moderate and high risk investigations only)

### **Output**

Updated CRISP Screening Checklist

Uploaded Contract Employee: Background Investigation Request Worksheet

Uploaded OPM Form OF306, Declaration for Federal Employment

Uploaded Self-Certification of Continuous Service

Uploaded VA Form 0710, Authorization for a Release of Information (for moderate and high risk investigations only)

### **Associated Artifacts**

CRISP Screening Checklist

OPM Form OF306-Declaration for Federal Employment Template

Self-Certification of Continuous Service Template

VA Form 0710- Authorization for a Release of Information Template

Contract Employee: Background Investigation Request Worksheet Template

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

Security and Investigations Center

### **Informed Role**

Individual

### **Tools and Websites**

Security and Investigations Center Resource Site

### **Standards**

Information Access and Privacy Program

### **More Info**

The documents required for individual background investigations are located on the Security and Investigations Center Resource Site on a page for contractors in the web site.

A secure scanner is used to process faxed documents which include Personally Identifiable Information.

## **Process Activity Name: CONB-02.09.03 Complete e-QIP or Reciprocity**

### **Previous Activities**

CONB-02.09.01 Request Investigation

Or

CONB-02.09.02 Submit Documents for Security and Investigations Center

### **Next Activities**

CONB-02.09.03.01 Prior Federal Service?

### **Description**

The sub-process for Complete e-QIP or Reciprocity cycles through the following dependent activities:

- Request Review
- Conduct Reciprocity Applicability Review
- Request e-QIP Questionnaire Completion
- Submit Completed e-QIP
- Submit Signature Pages
- Send Certificate of Eligibility

## **Process Activity Name: CONB-02.09.03.01 Prior Federal Service?**

### **Previous Activities**

CONB-02.09.03 Complete e-QIP or Reciprocity

### **Next Activities**

If "Yes":

CONB-02.09.03.02 Request Review

Or

If "No":

CONB-02.09.03.05 Request e-QIP Questionnaire Completion

### **Description**

The Individual will alert the Contracting Officer Representative and Contractor Lead if they have prior Federal Service (Yes) or not (No).

### **Responsible Role**

Individual

### **Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Process Activity Name: CONB-02.09.03.02 Request Review****Previous Activities**

CONB-02.09.03.01 Prior Federal Service?

**Next Activities**

CONB-02.09.03.03 Conduct Reciprocity Applicability Review

**Description**

The Contracting Officer Representative reviews the Self-Certification of Continuous Service (showing no more than a 24-month break in service and a full year of service in their previous position) and forwards it to the Personnel Security Office/Specialist.

**Input**

Self-Certification of Continuous Service

**Output**

Forwarded Self-Certification of Continuous Service

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Personnel Security Office/Specialist

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information



Executive Order 13488, Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

### **More Info**

None Listed

## **Process Activity Name: CONB-02.09.03.03 Conduct Reciprocity Applicability Review**

### **Previous Activities**

CONB-02.09.03.02 Request Review

### **Next Activities**

CONB-02.09.03.04 Reciprocity?

### **Description**

The Personnel Security Office/Specialist (PSO/S), or the Security and Investigations Center (SIC), reviews and determines whether reciprocity is appropriate for the Individual. The PSO/S reviews and determines whether the Individual has a prior background investigation in the Personnel Investigations Processing System (PIPS) that can be reciprocated by the VA. If a favorably adjudicated investigation, that meets or exceeds requirements for the new position with no break in service within the past two years for the appropriate level exists, the Personnel Security Office/Specialist sends the Self-Certification of Continuous Service to the Individual.

### **Input**

Optional Form 306, Declaration for Federal Employment

Self-Certification of Continuous Service

### **Output**

VA Form 4236, Certificate of Eligibility

Updated Self-Certification of Continuous Service

### **Associated Artifacts**

Self-Certification of Continuous Service Template

VA Form 4236-Certificate of Eligibility Template

OPM Form OF306-Declaration for Federal Employment Template

### **Responsible Role**

Personnel Security Office/Specialist

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

**Standards**

Executive Order 13467, Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information

Executive Order 13488, Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Handbook 0710, Personnel Suitability and Security Program

**More Info**

In some instances, instead of the SIC staff reviewing, the Personnel Security Office/Specialist reviews and determines whether reciprocity is appropriate for Individuals.

The PIPS System is a restricted access system only accessible by authorized personnel.

**Process Activity Name: CONB-02.09.03.04 Reciprocity?****Previous Activities**

CONB-02.09.03.03 Conduct Reciprocity Applicability Review

**Next Activities**

If "Yes":

CONB-02.09.03.08 Send Certificate of Eligibility

Or

If "No":

CONB-02.09.03.05 Request e-QIP Questionnaire Completion

**Description**

The Personnel Security Office/Specialist determines if reciprocity can be done (Yes) or a full BI is required (No).

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.09.03.05 Request e-QIP  
Questionnaire Completion****Previous Activities**

CONB-02.09.03.01 Prior Federal Service?

Or

CONB-02.09.03.04 Reciprocity?

**Next Activities**

CONB-02.09.03.06 Submit Completed e-QIP

**Description**

The Personnel Security Office/Specialist creates access for an Individual in the Electronic Questionnaire for Investigations Processing (e-QIP) system. The Personnel Security Office/Specialist e-mails a Request to Complete e-QIP Forms to the Individual.

**Input**

Contract Employee: Background Investigation Request Worksheet

OPM Form OF306, Declaration for Federal Employment

**Output**

E-mail Request to Complete e-QIP Forms

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead; Individual

## **Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

Security and Investigations Center Resource Site

## **Standards**

None Listed

## **More Info**

None Listed

## **Process Activity Name: CONB-02.09.03.06 Submit Completed e-QIP**

### **Previous Activities**

CONB-02.09.03.05 Request e-QIP Questionnaire Completion

### **Next Activities**

CONB-02.09.03.07 Submit Signature Pages

### **Description**

The Individual completes the Electronic Questionnaire for Investigations Processing (e-QIP) online form, certifies and prints the required e-QIP signature pages { Certification (CER), Release (REL), and Medical Release (MEL), as appropriate}. The Individual is instructed to complete e-QIP within five business days of receipt of the notice from the Personnel Security Office/Specialist.

The Individual sends the e-QIP signature pages via e-mail, mail service, or fax to the Contractor Officer Representative to upload into the e-QIP system.

### **Input**

E-mail Request to Complete e-QIP Forms

### **Output**

Electronic Questionnaire for Investigations Processing (e-QIP) Form

Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL), as appropriate]

### **Associated Artifacts**

None Listed

### **Responsible Role**

Individual

### **Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

**Standards**

None Listed

**More Info**

Applicants will be notified that their e-QIP questionnaire has been initiated by the SIC via email. In order to access e-QIP, the applicant will require a Registration Code. This Registration Code may be received through encrypted email if the individual has access to encrypted email. If not, the individual needs to contact the SIC Help Desk at (501) 257-4469/4490 or send an email to [vhalitbackgroundinvestigations@va.gov](mailto:vhalitbackgroundinvestigations@va.gov) with the applicant's contact information. In all cases the applicant should not contact the SIC unless they have received notification to complete the e-QIP.

**Process Activity Name: CONB-02.09.03.07 Submit Signature Pages****Previous Activities**

CONB-02.09.03.06 Submit Completed e-QIP

**Next Activities**

CONB-02.09.04 Validate Background Investigation Is Scheduled

**Description**

The Personnel Security Office/Specialist reviews the Electronic Questionnaire for Investigations Processing (e-QIP) submission and the documentation required to accompany the investigation. If the Personnel Security Office/Specialist identifies errors or omissions in the e-QIP package, the Personnel Security Office/Specialist rejects the package, using the e-QIP system, and notifies the Individual by e-mail of the need for corrections. Corrections need to be made within two days.

The Personnel Security Office/Specialist uploads the signature pages to the Office of Personnel Management (OPM) within three business day of receipt of signature pages from the Individual. The Personnel Security Office/Specialist saves the signature pages in a local auditable security file repository. The investigation is scheduled by OPM.

If the Personnel Security Office/Specialist does not receive the signature pages within 14 days, the e-QIP Questionnaire is cancelled.

**Input**

Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL) (as appropriate)]

**Output**

Uploaded Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL) (as appropriate)] and supporting documents

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

Security and Investigations Center Resource Site

**Standards**

None Listed

**More Info**

A secure scanner is used to process faxed documents which include Personally Identifiable Information.

**Process Activity Name: CONB-02.09.03.08 Send Certificate of Eligibility****Previous Activities**

CONB-02.09.03.04 Reciprocity?

**Next Activities**

CONB-02.09.04 Validate Background Investigation Is Scheduled

**Description**

The Personnel Security Office/Specialist sends a Certificate of Eligibility to the Contractor Officer Representative.

**Input**

Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL) (as appropriate)]

VA Form 4236, Certificate of Eligibility

**Output**

Submitted VA Form 4236, Certificate of Eligibility

**Associated Artifacts**

VA Form 4236-Certificate of Eligibility Template

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

**Standards**

None Listed

**More Info**

A secure scanner is used to process faxed documents which include Personally Identifiable Information.

**Process Activity Name: CONB-02.09.04 Validate Background Investigation Is Scheduled****Previous Activities**

CONB-02.09.03.07 Submit Signature Pages

Or

CONB-02.09.03.08 Send Certificate of Eligibility

**Next Activities**

CONB-02.10 Investigation Scheduled?

**Description**

The VA Security Specialist informs the Contractor Officer Representative that the Background Investigation is in a scheduled status at the Office of Personnel Management. The VA Security

Specialist will update status in Personnel Investigation Process System as soon as the Investigation is scheduled which is generally within 5 days of submission of the Contract Employee: Background Investigation Request Worksheet.

### **Input**

Contract Employee: Background Investigation Request Worksheet

OPM Form OF306, Declaration for Federal Employment

Self-Certification of Continuous Service

VA Form 0710, Authorization for a Release of Information (for moderate and high risk investigations only)

VA Form 0752, Confidentiality of Sensitive Information Non-Disclosure Agreement (if applicable)

VA Handbook 6500.6, Contract Security (Appendix D, Contractor Rules of Behavior)

### **Output**

Background Investigation in Scheduled Status

### **Associated Artifacts**

None Listed

### **Responsible Role**

VA Security Specialist

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

Security and Investigations Center Resource Site

Personnel Investigations Processing System (PIPS)

### **Standards**

None Listed

### **More Info**

None Listed

## **Process Activity Name: CONB-02.10 Investigation Scheduled?**

### **Previous Activities**

CONB-02.09.04 Validate Background Investigation Is Scheduled



**Next Activities**

If "Yes":

CONB-02.12 Obtain PIV Card

Or

If "No":

CONB-02.09 Request Investigation

**Description**

The Contractor Officer Representative needs to determine the BI has been placed in the Scheduled status with the Office of Personnel Management (OPM) (Yes) or not scheduled (No)

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Personnel Security Office/Specialist

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Process Activity Name: CONB-02.11 Establish Network ID****Concurrent Activities**

CONB-02.09 Request Investigation

**Previous Activities**

CONB-02.08 SAC Adjudicated and Training Done?

**Next Activities**

CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)

**Description**

The sub-process Establish Network Identity cycles through the following dependent activities:

- Request Network Account, Remote Access and GFE (if applicable)
- Review Initial Network Access
- Establish Initial Network Access
- Establish E-mail Account
- Create Remote Access Account
- Contact TMS Administrator to Confirm Domain
- Validate TMS Profile

- Alert COR When GFE Ships

## **Process Activity Name: CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)**

### **Previous Activities**

CONB-02.11 Establish Network ID

Or

CONB-02.11.04 Concur?

### **Next Activities**

CONB-02.11.02 Approve?

### **Description**

The Contractor Lead requests initial network access by specifying the type of access needed on the Electronic Contractor Onboarding Access Request Form (eCONB). The Contractor Lead makes the request after the required information, proof of training and electronically signed VA Rules of Behavior, and fingerprint results (closed, no issues) for the Individual are received. The Contractor Lead submits the electronic Contractor Onboarding Access Request Form to the Contracting Officer Representative for approval.

### **Input**

Contractor Rules of Behavior

Information Security Officer Locator

Information Security Officer Notification

Non-Disclosure Agreement (if applicable)

Personnel Investigations Processing System Results

Talent Management System Training Certificates

VA Form 0710- Authorization for a Release of Information Template

VA Form 0752-Confidentiality of Sensitive Information Non-Disclosure Agreement Template

Electronically signed VA Rules of Behavior

### **Output**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

### **Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

### **Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

IT Specialist

**Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

The Electronic Contractor Onboarding Access Request Form is located in the eCONB Portal. The Electronic Contractor Onboarding Access Request Form requires the users to obtain access from the Integrated Campus Support team.

The Electronic Contractor Onboarding Access Request Form is used in conjunction with the Service Desk Ticket.

ISOs may verify/audit COR files to ensure documentation of completion. Information in COR files includes: completed Contractor Rules of Behavior, Electronic Contractor Onboarding Access Request Form, Non-Disclosure Statement Form (if applicable), TMS training certificates, and the favorable Special Agreement Check adjudication decision. Use ISO Locator List to identify ISO. Encrypted e-mail to ISO includes: Name, Responsible Project

Manager or COR, and Global Address List properties. The COR provides a COR Appointment Letter to the ISO upon request. Contractor Rules of Behavior may be found in VA Handbook 6500.6, Contract Security (Appendix D, Contractor Rules of Behavior).

In CY 2013 the COR enters the request into a new application to begin the process of obtaining access.

The PIV Card Management and PIPS Systems are restricted access systems only accessible by authorized personnel.

## **Process Activity Name: CONB-02.11.02 Approve?**

### **Previous Activities**

CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)

### **Next Activities**

If "Yes":

CONB-02.11.03 Review Initial Network Access

Or

If "No":

CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)

### **Description**

The Contracting Officer's Representative reviews the request for Network Access and makes a determination for Approval. If not approved this will go back to the Contractor Lead for action.

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Process Activity Name: CONB-02.11.03 Review Initial Network Access**

### **Previous Activities**

CONB-02.11.02 Approve?

### **Next Activities**

CONB-02.11.04 Concur?

### **Description**

The IT Specialist reviews the Electronic Contractor Onboarding Access Request Form either concurs or non-concurs with the request. If the IT Specialist does not concur with the request they will email the Contracting Officer Representative and Contractor Lead. If the IT Specialist Concurs they will forward the request to the Service Delivery and Engineering POC's for completion.

**Input**

Information Non-Disclosure Agreement (if applicable)

Completed VA Handbook 6500.6 Contract Security (Appendix D, Contractor Rules of Behavior)

Electronic Contractor Onboarding Access Request Form VA Form 0710- Authorization for a Release of Information Template

VA Form 0752-Confidentiality of Sensitive Information Non-Disclosure Agreement Template

**Output**

Reviewed Electronic Contractor Onboarding Access Request Form

**Associated Artifacts**

OIT Field Office Computer Access Request Form Template

**Responsible Role**

IT Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

The eCONB Access Request Form is located in the eCONB Forms Portal.

Elevated privileges indicate higher risk (system administrators or programmers). Use Position Designation Automated Tool to determine risk level.

### **Process Activity Name: CONB-02.11.04 Concur?**

#### **Previous Activities**

CONB-02.11.03 Review Initial Network Access

#### **Next Activities**

If "Yes":

CONB-02.11.05 Establish Initial Network Access

Or

If "No":

CONB-02.11.01 Request Network Account, Remote Access and GFE (if applicable)

#### **Description**

The IT Specialist reviews the request to determine if remote access is required and concurs with a "Yes" or "No" response

#### **Responsible Role**

IT Specialist

#### **Accountable Role**

Contracting Officer's Representative

#### **Consulted Role**

None Listed

#### **Informed Role**

Contractor Lead; Individual

### **Process Activity Name: CONB-02.11.05 Establish Initial Network Access**

#### **Previous Activities**

CONB-02.11.04 Concur?

#### **Next Activities**

CONB-02.11.06 Establish E-mail Account

#### **Description**

Within 5 business days of receipt of the IT Specialist concurred request, the Service Delivery and Engineering (SDE) Point of Contact establishes initial network access. The SDE point of contact reviews the request to determine the e-mail, application systems and/or remote access by reviewing the request form and adding the user and requested options into the appropriate system(s).

**Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

**Output**

Initial Network Access

**Associated Artifacts**

OIT Field Office Computer Access Request Form Template

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

**Standards**

VA Handbook 6500.6, Contract Security

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

Integrated Campus Support (ICS) performs this function in some instances.

## **Process Activity Name: CONB-02.11.06 Establish E-mail Account**

### **Previous Activities**

CONB-02.11.05 Establish Initial Network Access

### **Next Activities**

CONB-02.11.07 Create Remote Access Account

### **Description**

The Service Delivery and Engineering (SDE) Point of Contact, or designee, creates an e-mail account for the Individual.

### **Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

### **Output**

E-mail Account

### **Associated Artifacts**

OIT Field Office Computer Access Request Form Template

### **Responsible Role**

Service Delivery and Engineering Point of Contact

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

### **Standards**

VA Handbook 6500.6, Contract Security

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program



## **More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

Integrated Campus Support (ICS) performs this function in some instances.

## **Process Activity Name: CONB-02.11.07 Create Remote Access Account**

### **Previous Activities**

CONB-02.11.06 Establish E-mail Account

### **Next Activities**

CONB-02.11.08 Contact TMS Administrator to Confirm Domain

### **Description**

The Service Delivery and Engineering (SDE) Point of Contact, or designee, updates the user account for remote access for applications for the Individual once network access has been activated and the need for a remote account has been established.

### **Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

### **Output**

Remote Access

Resolved/Closed Service Desk Ticket

### **Associated Artifacts**

OIT Field Office Computer Access Request Form Template

### **Responsible Role**

Service Delivery and Engineering Point of Contact

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

## **Standards**

VA Handbook 6500.6, Contract Security

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

## **More Info**

The Network Field Office ISO Portal hosts the electronic Computer Access Request Form and requires specific permissions to access this site. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

## **Process Activity Name: CONB-02.11.08 Contact TMS Administrator to Confirm Domain**

### **Previous Activities**

CONB-02.11.07 Create Remote Access Account

### **Next Activities**

CONB-02.11.09 Validate TMS Profile

### **Description**

The Contracting Officer Representative Contacts the TMS Administrator to Confirm Domain Name if the domain name changes from the original request.

### **Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

### **Output**

Confirmed Domain Name in TMS

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Talent Management System Administrator

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.11.09 Validate TMS Profile****Previous Activities**

CONB-02.11.08 Contact TMS Administrator to Confirm Domain

**Next Activities**

CONB-02.11.09 Validate TMS Profile

**Description**

The Talent Management System (TMS) Administrator validates the information in the VA TMS and updates the domain. The TMS Administrator notifies the COR once the profile has been validated.

**Input**

CRISP Screening Checklist

Contractor Staff Roster

Notification to Contractor Lead and Contractor Officer Representative of Completion of Training

**Output**

Validated TMS Profile

**Associated Artifacts**

None Listed

**Responsible Role**

Talent Management System Administrator

**Accountable Role**

Contracting Officer's Representative Supervisor

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead; Individual

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.11.10 Alert COR When GFE Ships****Previous Activities**

CONB-02.11.09 Validate TMS Profile

**Next Activities**

CONB-02.12 Obtain PIV Card

**Description**

The Service Delivery and Engineering (SDE) Point of Contact alerts the Contracting Officer Representative as soon as the GFE is shipped.

**Input**

Electronic Contractor Onboarding Access Request Form

**Output**

Email Alert of GFE Shipment

**Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

IT Specialist

**Consulted Role**

None Listed

**Informed Role**

None Listed

## **Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

## **Standards**

VA Handbook 6500.6, Contract Security

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

## **More Info**

None Listed

## **Process Activity Name: CONB-02.12 Obtain PIV Card**

### **Previous Activities**

CONB-02.10 Investigation Scheduled?

Or

CONB-02.11.10 Alert COR When GFE Ships

### **Next Activities**

CONB-02.12.01 Determine Need for New PIV

### **Description**

The sub-process for obtaining a PIV Card cycles through the following dependent activities:

- Determine need for New PIV
- Request PIV Card
- Determine if Soft Certificate Necessary
- Schedule PIV Appointment
- Issue PIV Card
- Submit Soft Certificate Request
- Provide Soft Certificate Information
- Validate Soft Certificate
- Add to Auto Enroll Security Group

## **Process Activity Name: CONB-02.12.01 Determine Need for New PIV**

### **Previous Activities**

CONB-02.12 Obtain PIV Card

**Next Activities**

CONB-02.12.02 New PIV?

**Description**

The Field Administrative Services (FAS) representative, or their designee, determines if a new PIV is needed. The FAS completes the PIV request for new PIV Badges. If a new PIV is required, follow the sub-process to request the PIV. If no new PIV is required, the sub-process ends.

**Input**

PIV Sponsor Delegation of Authority Memorandum

**Output**

Determination if New Personal Identity Verification is Needed

**Associated Artifacts**

None Listed

**Responsible Role**

Field Administrative Services

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

Field Administrative Services

VA PIV Enrollment Portal

**Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Card Types and Requirements

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

**More Info**

The VA PIV Card Management System is a restricted access system only accessible by authorized personnel.

## **Process Activity Name: CONB-02.12.02 New PIV?**

### **Previous Activities**

CONB-02.12.01 Determine Need for New PIV

### **Next Activities**

If "Yes":

CONB-02.12.03 Request PIV Card

And

CONB-02.12.04 Determine if Soft Certificate Necessary

Or

If "No":

CONB-02.13 Issue GFE

### **Description**

The Field Administrative Services (FAS) representative, or their designee, determines if new PIV card is needed (Yes) or not needed (No). In most cases, the Contracting Officer Representative and Contracting Lead know if a new PIV card is needed and will alert the FAS Representative of this.

### **Responsible Role**

Field Administrative Services

### **Accountable Role**

Individual

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Process Activity Name: CONB-02.12.03 Request PIV Card**

### **Concurrent Activities**

CONB-02.12.04 Determine if Soft Certificate Necessary

### **Previous Activities**

CONB-02.12.02 New PIV?

### **Next Activities**

CONB-02.12.05 Schedule PIV Appointment

### **Description**

The Field Administrative Services (FAS) representative gathers and inputs the Individual's data in the online application form within VA PIV Enrollment Portal tool. The Field Administrative

Services (FAS) representative determines the appropriate type of card. Information on the card types is provided in the VA Card Types and Requirements document. The VA uses hard certificates for public key infrastructure as part of the PIV card. If the Field Administrative Services (FAS) representative selects logical access for the individual, the PIV contains the hard certificate.

### **Input**

Determination if New Personal Identity Verification is Needed

PIV Sponsor Delegation of Authority Memorandum

### **Output**

PIV Application Information for Employees and Contractors

### **Associated Artifacts**

PIV Applicant Information for Employees and Contractors

### **Responsible Role**

Field Administrative Services

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Field Administrative Services

VA PIV Enrollment Portal

### **Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Card Types and Requirements

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

### **More Info**

The VA PIV Card Management System is a restricted access system only accessible by authorized personnel.

The Contractor Officer Representative needs to inform the Individual to pick up the PIV Badge Prior to picking up the Government Furnished Equipment in order to synch the Badge to the GFE to minimize issues.



## **Process Activity Name: CONB-02.12.04 Determine if Soft Certificate Necessary**

### **Concurrent Activities**

CONB-02.12.03 Request PIV Card

### **Previous Activities**

CONB-02.12.02 New PIV?

### **Next Activities**

CONB-02.12.05 Schedule PIV Appointment

### **Description**

The Field Administrative Services (FAS) representative, or their representative, determines whether a soft certificate [Public Key Infrastructure (PKI)] is necessary in order to use encrypted e-mail on BlackBerry or for other special use. The Field Administrative Services (FAS) representative notifies the Individual to initiate obtaining the Soft Certificate [Public Key Infrastructure (PKI)]. The Citrix Access Gateway does not presently use certificates.

### **Input**

Awarded Contract

Contractor Staff Roster

### **Output**

Identity Proofing Form

Notice to Obtain Soft Certificate [Public Key Infrastructure (PKI)]

### **Associated Artifacts**

None Listed

### **Responsible Role**

Field Administrative Services

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

VA PKI Information and Enrollment Portal

### **Standards**

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

### **More Info**

All VA users on the VA Network use automatic enrollment; manual requests for PKI are no longer approved for VA contractors who qualify for automatic enrollment.

For training on PKI go to VA Talent Management System (TMS) and take the course entitled, "Getting Started With Public Key Infrastructure - PKI".

## **Process Activity Name: CONB-02.12.05 Schedule PIV Appointment**

### **Previous Activities**

CONB-02.12.03 Request PIV Card

Or

CONB-02.12.04 Determine if Soft Certificate Necessary

### **Next Activities**

CONB-02.12.06 Issue PIV Card

### **Description**

Upon notification by the Field Administrative Services (FAS) representative with the Individual's adjudicated Special Agreement Check (SAC) date and scheduled or Favorably Adjudicated Background Investigation (BI) date, the Individual makes an appointment with the Personal Identity Verification (PIV) Office. The Individual is to use the automated scheduling tool in PIV System to schedule their appointments unless the tool is down or the location does not have access to the automated scheduling tool.

The Individual will notify both the Contracting Officer Representative and Contract Lead once they schedule to get their PIV Badge and also when they have their PIV Badge.

Note: Per the HSPD-12 Program Management Office Communication, the Lists of Acceptable Documents table on the I-9 form should no longer be used as a reference for acceptable forms of ID for the issuance of a PIV credential. The individual is to use the two Identity source documents from the matrix imbedded in the HSPD-12 PMO New Identity Source Document Guidelines Communication.

### **Input**

Either SAC Adjudication Date with Investigation Schedule Date OR Favorably Adjudicated BI Completion Date

Identity Proofing Documents

PIV Application Information for Employees and Contractors

USCIS Form I-9 Employment Eligibility Verification

**Output**

Scheduled Appointment with PIV Office

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Field Administrative Services

PIV Badge Offices

**Standards**

How to Get a VA ID Badge

HSPD-12 Communication - New Identity Source Document Guidelines

Identity Documentation Criteria

**More Info**

The Individual must provide two forms of acceptable personal identification at the PIV appointment. The HSPD-12 PMO Communication in Standards contains a matrix that is used as the list of acceptable documents for obtaining PIV.

The individual is to pick up the PIV Badge prior to picking up the GFE to ensure that they use the PIV to log in for the first time to be in compliance VA policy.

**Process Activity Name: CONB-02.12.06 Issue PIV Card****Previous Activities**

CONB-02.12.05 Schedule PIV Appointment

**Next Activities**

CONB-02.12.07 Soft Certificate Needed?

**Description**

The Personnel Security Office/Specialist issues the Personal Identification Verification (PIV) card to the Individual.

**Input**

Identity Proofing Documents

**Output**

Personal Identification Verification Card

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Individual

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

PIV Card Management System

**Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

HSPD-12 Communication - New Identity Source Document Guidelines

**More Info**

The PIV Card Management System is a restricted access system only accessible by authorized personnel.

The Individual must provide two forms of acceptable personal identification at the PIV appointment. The HSPD-12 PMO Communication in Standards contains a matrix that is used as the list of acceptable documents for obtaining PIV.

**Process Activity Name: CONB-02.12.07 Soft Certificate Needed?****Previous Activities**

CONB-02.12.06 Issue PIV Card

**Next Activities**

If "Yes":

CONB-02.12.08 Submit Soft Certificate Request

Or

If "No":

CONB-02.12.10 Validate Soft Certificate

**Description**

This activity determines if soft certificate is needed (Yes) or not needed (No).

**Responsible Role**

Individual

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.12.08 Submit Soft Certificate Request**

**Previous Activities**

CONB-02.12.07 Soft Certificate Needed?

**Next Activities**

CONB-02.12.09 Provide Soft Certificate Information

**Description**

The Individual submits the request for Soft Certificate [Public Key Infrastructure (PKI)] after proving his or her identity by completing Section 3 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form in the presence of the Registrar, Information Security Officer, Trusted Agent or Notary Public and having the person proofing complete Sections 4 through 8 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form. (Sections 4 & 5 are only applicable for Notary Public.) The Individual provides two forms of identification, one of which contains photo identification.

**Input**

Identity Proofing Form (including VA PKI Subscriber Agreement)

Personal Identification Documents

Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

**Output**

Updated Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA PIV Enrollment Portal

VA PKI Information and Enrollment Portal

**Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

**More Info**

None Listed

**Process Activity Name: CONB-02.12.09 Provide Soft Certificate Information****Previous Activities**

CONB-02.12.08 Submit Soft Certificate Request

**Next Activities**

CONB-02.12.10 Validate Soft Certificate

**Description**

The Field Administrative Services (FAS) representative, or their designee, completes Section 2 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form and submits to the

Public Key Infrastructure Help Desk. The Contracting Officer Representative needs to be assigned to complete Section 2 of the soft Certificate.

### **Input**

Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

### **Output**

Updated Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

### **Associated Artifacts**

None Listed

### **Responsible Role**

Field Administrative Services

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

VA PKI Information and Enrollment Portal

VA PIV Enrollment Portal

### **Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

### **More Info**

The FAS, or designee, accesses Section 2 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form from the VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document.

## **Process Activity Name: CONB-02.12.10 Validate Soft Certificate**

### **Previous Activities**

CONB-02.12.09 Provide Soft Certificate Information

### **Next Activities**

CONB-02.12.11 Add to Auto Enroll Security Group

### **Description**

The Individual:

- Accesses VA Public Key Infrastructure (PKI) Information and Enrollment Portal
- Signs the VA PKI Subscriber Agreement portion of the Identity Proofing Form
- Fills out section one of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form (also part of the Identity Proofing Form)
- Submits to Information Security Officer (ISO) or Trusted Agent for Proofing. Two forms of identification must be provided.

The Individual submits the request for soft certificate [Public Key Infrastructure (PKI)] after proving his or her identity by completing Section 3 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form in the presence of the Registrar, Information Security Officer, Trusted Agent or Notary Public and having the person proofing complete Sections 4 through 8 of the Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form (Sections 4 & 5 are only applicable for Notary Public).

### **Input**

Identity Proofing Form

### **Output**

Forwarded Identity Proofing Form

Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

### **Associated Artifacts**

None Listed

### **Responsible Role**

Individual

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

None Listed



## **Tools and Websites**

VA PKI Information and Enrollment Portal

## **Standards**

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

## **More Info**

All VA Users on the VA Network use automatic enrollment; manual requests for PKI are no longer approved for VA contractors who qualify for automatic enrollment.

## **Process Activity Name: CONB-02.12.11 Add to Auto Enroll Security Group**

### **Previous Activities**

CONB-02.12.07 Soft Certificate Needed?

Or

CONB-02.12.10 Validate Soft Certificate

### **Next Activities**

CONB-02.13 Issue GFE

## **Description**

The Public Key Infrastructure (PKI) Help Desk adds the Individual's VA network account to the Auto-Enroll Security Group. An e-mail is sent to the Individual to enroll for certificates via the PKI portal.

## **Input**

Auto Enroll Security Group

Identity Proofing Form (including VA PKI Subscriber Agreement)

Notification from Contractor Officer Representative

Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

## **Output**

E-mail sent to the Individual

Updated Auto Enroll Security Group

Updated Soft Certificate [Public Key Infrastructure (PKI)] Enrollment Form

**Associated Artifacts**

None Listed

**Responsible Role**

PKI Help Desk

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

VA PKI Information and Enrollment Portal

**Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Public Key Infrastructure (PKI) Program, Completing PKI Paperwork Instructional Document

**More Info**

None Listed

**Process Activity Name: CONB-02.13 Issue GFE****Previous Activities**

CONB-02.12 Obtain PIV Card

**Next Activities**

CONB-02.13.01 Alert Contract Lead to Pick up GFE

**Description**

The sub-process for Issue GFE cycles through the following activities for the individual:

- Alert Contract Lead to pick up the GFE
- Contact Individual to pick up the GFE
- Obtain GFE

- Contact COR the GFE was picked up
- Receive Notification that GFE was picked up

## **Process Activity Name: CONB-02.13.01 Alert Contract Lead to Pick up GFE**

### **Previous Activities**

CONB-02.13 Issue GFE

### **Next Activities**

CONB-02.13.02 Contact Individual to Pick up GFE

### **Description**

The Contracting Officer Representative completes and signs the VA Form 0887 VA Government Property Loan Form and sends to the Contractor Lead for the individual to pick up GFE.

### **Input**

Acquisition Requirements Package (Awarded Contract) Electronic Contractor Onboarding Access Request Form

### **Output**

VA Form 0887, VA Government Property Loan Form

Notification to Individual to Obtain GFE (E-mail)

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

Individual

### **Informed Role**

None Listed

### **Tools and Websites**

Network Field Office ISO Portal

### **Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

## **More Info**

The Contractor Officer Representative is to work with the individual to make sure the PIV Badge is picked up prior to picking up Government Furnished Equipment to ensure first time access is with the PIV Badge to be in compliance with VA Policy.

## **Process Activity Name: CONB-02.13.02 Contact Individual to Pick up GFE**

### **Previous Activities**

CONB-02.13.01 Alert Contract Lead to Pick up GFE

### **Next Activities**

CONB-02.13.03 Obtain GFE

### **Description**

The Contractor Lead contacts the Individual to pick up the Government Furnished Equipment at the location it was shipped to.

### **Input**

Electronic Contractor Onboarding Access Request Form, Notification to Individual to Obtain GFE (E-mail)

VA Form 0887, VA Government Property Loan Form

### **Output**

Forwarded Notification to Individual to Obtain GFE (E-mail)

Forwarded VA Form 0887, VA Government Property Loan Form

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

Network Field Office ISO Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

**More Info**

None Listed

**Process Activity Name: CONB-02.13.03 Obtain GFE****Previous Activities**

CONB-02.13.02 Contact Individual to Pick up GFE

**Next Activities**

CONB-02.13.04 Contact COR the GFE was Picked up

**Description**

The Individual works with the Contractor Officer Representative and the IT Asset Manager, or the designee, to request the appropriate Government Furnished Equipment (GFE) needed for the Individual to perform the day to day operations. The Individual signs VA Form 0887, VA Government Property Loan Form and sends to the Contractor Officer Representative.

Prior to picking up the GFE the individual must have already picked up the PIV Badge to ensure first time access with the GFE uses the PIV Badge to be in compliance with VA Policy.

**Input**

Electronic Contractor Onboarding Access Request Form

Notification to Individual to Obtain GFE (E-mail)

VA Form 0887, VA Government Property Loan Form

**Output**

Record of Issuance of Government Furnished Equipment

Updated VA Form 0887, VA Government Property Loan Form

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

**Responsible Role**

Individual

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Network Field Office ISO Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

**More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

All issuance of GFE are in accordance with protocols from the IT Asset Management Process.

The Contractor Officer Representative assumes responsibility for the management and tracking of the GFE.

**Process Activity Name: CONB-02.13.04 Contact COR the GFE was Picked up****Previous Activities**

CONB-02.13.03 Obtain GFE

**Next Activities**

CONB-02.13.05 Receive Notification that GFE has been Picked up

**Description**

Contact Contracting Officer Representative that GFE was picked up by the Individual

**Input**

Electronic Contractor Onboarding Access Request Form

VA Form 0887, VA Government Property Loan Form

**Output**

Notification of GFE was Picked Up

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.13.05 Receive Notification that GFE has been Picked up****Previous Activities**

CONB-02.13.04 Contact COR the GFE was Picked up

**Next Activities**

CONB-02.14 Access Network

**Description**

The Contracting Officer Representative receives information that the Government Furnished Equipment (GFE) was picked up by the individual.

**Input**

"Electronic Contractor Onboarding Access Request Form

VA Form 0887, VA Government Property Loan Form

**Output**

Notification of GFE was Picked Up

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.14 Access Network****Previous Activities**

CONB-02.13.05 Receive Notification that GFE has been Picked up

**Next Activities**

CONB-02.15 Elevated Privileges?

**Description**

Within one business day of receipt of notification that the individual has a Temporary Password in the system, the Individual logs into the system(s), using the PIV Badge. If the individual has any issues accessing the network using the PIV Badge they must contact their Contractor Officer Representative and designated Information Security Specialist to resolve the issue.

In addition the individual updates the Talent Management System (TMS) profile to ensure the Contracting Officer's Representative name is in the supervisor field (supervisor field in TMS) and e-mail addresses are correct. The Individual also updates the information in the Global Address List (GAL) (address and telephone number) and requests necessary changes through the Service Delivery and Engineering (SDE) Point of Contract.

**Input**

Instructions to Access Global Address List (GAL)

Service Desk Ticket

Temporary VA Network Password

**Output**

Access VA Network

Global Address List Data for the Individual

Strong VA Network Password

Updated Service Desk Ticket



**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Sponsor

**Tools and Websites**

Talent Management System (TMS)

Personnel Investigations Processing System (PIPS)

Service Desk Ticketing System

**Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

**More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

**Process Activity Name: CONB-02.15 Elevated Privileges?****Previous Activities**

CONB-02.14 Access Network

**Next Activities**

If "Yes":

CONB-02.16 Complete Elevated Privileges

Or

If "No":

CONB-02.17 Begin Work

**Description**

The Contracting Officer Representative, or designee, makes a determination if Elevated Privileges is required.

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.16 Complete Elevated Privileges****Previous Activities**

CONB-02.15 Elevated Privileges?

**Next Activities**

CONB-02.16.01 Request Elevated Privileges

**Description**

The sub-process Complete Elevated Privileges cycles through a series of steps for assigning and completed training and completing and granting elevated privileges requests. The process cycles through the following activities:

- Request Elevated Privileges
- Assign Elevated Privileges Required Training
- Complete Elevated Privileges Required Training
- Complete Elevated Privileges Request
- Review and Approve Elevated Privileges Request
- Grant Elevated Privileges Request
- Complete Final Approval

**Process Activity Name: CONB-02.16.01 Request Elevated Privileges****Previous Activities**

CONB-02.16 Complete Elevated Privileges

**Next Activities**

CONB-02.16.02 Assign Elevated Privileges Required Training

**Description**

The Sponsor, generally the Contracting Officer Representative, requests elevated privileges for the contractor if required in the performance of the contractor requirements.

**Input**

eCONB

Performance Work Statement

**Output**

Elevated Privileges Request

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

Service Delivery and Engineering Point of Contact

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.02 Assign Elevated Privileges  
Required Training****Previous Activities**

CONB-02.16.01 Request Elevated Privileges

**Next Activities**

CONB-02.16.03 Complete Elevated Privileges Required Training

**Description**

The Contracting Officer Representative assigns the required training from TMS to the individual for obtaining elevated privileges

**Input**

Elevated Privileges Request

**Output**

Talent Management System (TMS) Record of Training Completion

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.03 Complete Elevated Privileges Required Training****Previous Activities**

CONB-02.16.02 Assign Elevated Privileges Required Training

**Next Activities**

CONB-02.16.04 Complete Elevated Privileges Request

**Description**

The Individual completes the training assigned by the Contracting Officer Representative in order to obtain elevated privileges

**Input**

Talent Management System (TMS) Record of Training Completion

**Output**

Completed Talent Management System (TMS) Record of Training Completion

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.04 Complete Elevated Privileges Request****Previous Activities**

CONB-02.16.03 Complete Elevated Privileges Required Training

**Next Activities**

CONB-02.16.05 Review and Approve Elevated Privileges Request

**Description**

The Individual completes the Elevated Privileges request on line once all training is complete and submits with the Training Certificates for getting elevated privileges.

**Input**

Elevated Privileges Request

**Output**

Updated Elevated Privilege Request

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.05 Review and Approve Elevated Privileges Request****Previous Activities**

CONB-02.16.04 Complete Elevated Privileges Request

**Next Activities**

CONB-02.16.06 Approve?

**Description**

The Contracting Officer reviews and signs, electronically, the Elevated Privileges request completed by the individual.

**Input**

Elevated Privileges Request

**Output**

Approved Elevated Privileges Request

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Individual

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.06 Approve?****Previous Activities**

CONB-02.16.05 Review and Approve Elevated Privileges Request

**Next Activities**

If "Yes":

CONB-02.16.07 Review and Approve Elevated Privileges Request

Or

If "No":

CONB-02.16.04 Complete Elevated Privileges Request

**Description**

The Contracting Officer Representative reviews the Elevated Privilege request for approval.

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Individual

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Process Activity Name: CONB-02.16.07 Review and Approve Elevated Privileges Request****Previous Activities**

CONB-02.16.06 Approve?

**Next Activities**

CONB-02.16.08 Approve?

**Description**

The Information Security Officer (ISO) from the MyVA Elevated Privileges reviews the Elevated Privileges (EP) request for approval. If approved the ISO sends the EP to the System Owner for Approval.

**Input**

Elevated Privileges Request

**Output**

Approved Elevated Privileges Request

**Associated Artifacts**

None Listed

**Responsible Role**

Information Security Officer

**Accountable Role**

Individual

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.08 Approve?****Previous Activities**

CONB-02.16.07 Review and Approve Elevated Privileges Request

**Next Activities**

CONB-02.16.09 Grant Elevated Privileges Request

**Description**

The Information Security Officer reviews the Elevated Privilege Request for approval.



**Responsible Role**

Information Security Officer

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.16.09 Grant Elevated Privileges Request****Previous Activities**

CONB-02.16.08 Approve?

**Next Activities**

CONB-02.16.10 Approve?

**Description**

The System Owner, or designee, reviews the request for Elevated Privileges and grants the request. If additional information is required the System Owner will update the Elevated Privilege Request for the Individual to update. If granted the System Owner updates the Service Desk Ticket that the EP has been granted.

**Input**

Elevated Privilege Request

**Output**

Granted Elevated Privilege Request

**Associated Artifacts**

None Listed

**Responsible Role**

System Owner

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Service Desk Ticketing System

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.10 Approve?****Previous Activities**

CONB-02.16.09 Grant Elevated Privileges Request

**Next Activities**

CONB-02.16.11 Complete Final Approval

**Description**

The System Owner reviews and either approves or sends back to the Contracting Officer Representative for more information.

**Responsible Role**

System Owner

**Accountable Role**

Information Security Officer

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.16.11 Complete Final Approval****Previous Activities**

CONB-02.16.10 Approve?

**Next Activities**

CONB-02.16.12 Approve?

**Description**

The Information Security Officer (ISO) from the MyVA Elevated Privileges completes a final review of the Elevated Privileges (EP) request to ensure all actions are complete.

**Input**

Elevated Privilege Request

**Output**

Approved Elevated Privilege Request

**Associated Artifacts**

None Listed

**Responsible Role**

Information Security Officer

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

MyVA Elevated Privileges

Service Desk Ticketing System

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.16.12 Approve?****Previous Activities**

CONB-02.16.11 Complete Final Approval

**Next Activities**

CONB-02.17 Begin Work

**Description**

The Information Security Officer makes a final determination to approve the Elevated Privileges Request.

**Responsible Role**

Information Security Officer

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-02.17 Begin Work****Previous Activities**

CONB-02.15 Elevated Privileges?

Or

CONB-02.16.05 Review and Approve Elevated Privileges Request

**Next Activities**

CONB-02.18 Complete Investigation

**Description**

The Individual, after receiving notification from the Sponsor, starts work on the contract.

**Input**

Crisp Screening Checklist

Personal Identification Verification Card

Special Agreement Check (SAC) Fingerprint Verification Report

Talent Management System (TMS) Record of Training Completion

VA Form 0887, VA Government Property Loan Form

VA Form 0710, Authorization for a Release of Information (for moderate and high risk investigations only)

VA Form 0752, Confidentiality of Sensitive Information Non-Disclosure Agreement (if applicable)

VA Handbook 6500.6, Contract Security (Appendix D, Contractor Rules of Behavior)

VA Personnel Accountability System Profile

**Output**

Notification to Start Work

Updated Crisp Screening Checklist

Updated Signed VA Handbook 6500.6, Contract Security (Appendix D, Contractor Rules of Behavior)

Working Personal Identification Verification Card

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-02.18 Complete Investigation****Previous Activities**

CONB-02.17 Begin Work

**Next Activities**

CONB-02.19 Upload Investigation Results

**Description**

The Personnel Security Office/Specialist adjudicates the Background Investigation, signs off on the Certificate of Investigation (COI), notifies the Contracting Officer's Representative of final adjudication and provides a copy of the Certificate of Investigation to the Contracting Officer's Representative.

**Input**

Certificate of Investigation

**Output**

Recorded Adjudication in Personnel Investigation Processing System (PIPS)

Signed Certificate of Investigation

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead; Individual

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

**Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

**More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

No link is provided to the Suitability Processing Handbook because it is a controlled item.

**Process Activity Name: CONB-02.19 Upload Investigation Results****Previous Activities**

CONB-02.18 Complete Investigation

**Next Activities**

CONB-02.20 Notify Contractor Lead of BI Results

**Description**

The Personnel Security Office/Specialist saves the Certificate of Investigation in a local auditable security file repository. The Personnel Security Office/Specialist ensures that adjudication has been recorded in the Personnel Investigations Processing System (PIPS). A notice is sent to the Contracting Officer's Representative based on the final adjudication recorded in the Personnel Investigation Processing System (PIPS) from the Personnel Security Office/Specialist.

**Input**

Certificate of Investigation

**Output**

Recorded Adjudication in Personnel Investigation Processing System (PIPS)

Signed Certificate of Investigation

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

**Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

**More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

No link is provided to the Suitability Processing Handbook because it is a controlled item.

**Process Activity Name: CONB-02.20 Notify Contractor Lead of BI Results****Previous Activities**

CONB-02.19 Upload Investigation Results

**Next Activities**

CONB-02.21 BI Results?

**Description**

The Contracting Officer's Representative notifies the Contractor Lead of the background investigation (BI) determination received from the Personnel Security Office/Specialist.

**Input**

Notification of Background Investigation Determination (from Personnel Security Office/Specialist)

VA Form 4236, Certificate of Eligibility

**Output**

Notification of Background Investigation Determination

Updated VA Form 4236, Certificate of Eligibility

**Associated Artifacts**

VA Form 4236-Certificate of Eligibility Template

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

Individual

**Tools and Websites**

None Listed

**Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

**More Info**

No link is provided to the Suitability Processing Handbook because it is a controlled item.

**Process Activity Name: CONB-02.21 BI Results?****Previous Activities**

CONB-02.20 Notify Contractor Lead of BI Results

**Next Activities**

If "Favorable":

CONB-02.22 Establish VA Personnel Accountability System

Or

If "Unfavorable":

CONB-04 Complete Off-Boarding

**Description**

The Contracting Officer's Representative determines if the BI is favorable or unfavorable and takes appropriate action for either case.

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Contractor Lead



**Consulted Role**

None Listed

**Informed Role**

Individual

**Process Activity Name: CONB-02.22 Establish VA Personnel Accountability System****Previous Activities**

Process Begins

**Next Activities**

CONB-02.22.01 Initiate VA Personnel Accountability System

**Description**

The sub-process for Establish VA Personnel Accountability System cycles through the following dependent activities:

- Initiate VA Personnel Accountability System
- Complete VA Personnel Accountability System
- Verify VA Personnel Accountability System

**Process Activity Name: CONB-02.22.01 Initiate VA Personnel Accountability System****Previous Activities**

CONB-02.22 Establish VA Personnel Accountability System

**Next Activities**

CONB-02.22.02 Complete VA Personnel Accountability System

**Description**

The Contracting Officer's Representative (COR) initiates the VA Personnel Accountability System (VA-PAS) when the Individual has a VA email address.

VA-PAS update and full enrollment cannot take place until the contractor refresh occurs. The refresh for Contract Individuals occurs every two weeks through Talent Management System/Education Data Repository (EDR) updates. The COR is able to see the Individual's information on the VA-PAS screen once the refresh occurs. The COR notifies the Individual to request password reset and complete self-update of all contact information.

**Input**

Contractor Staff Roster

CRISP Screening Checklist

E-mail Address listed in VA Global Address List

VA Personnel Accountability System Supervisor Representative Computer-Based Training

### **Output**

Password and Log-in Instructions for VA Personnel Accountability System

Updated CRISP Screening Checklist

VA Personnel Accountability System Profile

### **Associated Artifacts**

CRISP Screening Checklist

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

Individual

### **Tools and Websites**

VA Personnel Accountability System

### **Standards**

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

### **More Info**

The password and log-in instructions for the VA-PAS are sent via e-mail to the Individual.

Once the Individual has logged in, the Contracting Officer's Representative is able to verify enrollment and self-update of information entered by the Individual.

## **Process Activity Name: CONB-02.22.02 Complete VA Personnel Accountability System**

### **Previous Activities**

CONB-02.22.01 Initiate VA Personnel Accountability System

### **Next Activities**

CONB-02.22.03 Verify VA Personnel Accountability System

## **Description**

The Individual completes the VA Personnel Accountability System (VA-PAS) after receiving notification. The Individual goes to the VA-PAS website and logs in on the left side at the VA Employee and Contractor Login tab. Using their assigned Windows username, the Individual must request a temporary password that is sent to their VA.gov e-mail address.

Within minutes, the Individual receives a temporary password. The Individual follows the instructions for the first-time login and follows instructions for changing the password. First-time users review the Employee Users Guide which can be reached from the VA-PAS homepage. If not completed in the Talent Management System, the Individual selects the Reference Tab and views the Employee/Contractor Computer-Based Training.

The Individual then goes to the My Info Tab, selects Contact Information and updates/verifies that all information is updated and current. The Individual clicks on the save button to save changes, if changes are made. If no change is required in a particular field, the Individual ensures the verify button is clicked.

## **Input**

Password and Log-in Instructions for VA-PAS (E-mail)

## **Output**

Self-Updated VA Personnel Accountability System Profile

## **Associated Artifacts**

None Listed

## **Responsible Role**

Individual

## **Accountable Role**

Contractor Lead

## **Consulted Role**

None Listed

## **Informed Role**

None Listed

## **Tools and Websites**

VA Personnel Accountability System

## **Standards**

Employee User's Guide

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

VA Personnel Accountability System Supervisor Representative Computer-Based Training

## **More Info**

The Individual can access the VA-PAS computer-based training (CBT) through the link in the Standards section to the VA Personnel Accountability System (VA-PAS) Computer-Based Training.

Accessing the Employee Users Guide requires being logged into VA-PAS.

## **Process Activity Name: CONB-02.22.03 Verify VA Personnel Accountability System**

### **Previous Activities**

CONB-02.22.02 Complete VA Personnel Accountability System

### **Next Activities**

CONB-03 Monitor and Control Access

### **Description**

The Contracting Officer Representative verifies:

- Individual is listed in the VA Personnel Accountability System (VA-PAS) Supervisor screen by logging into VA-PAS using the right side menu for VA-PAS Authorized User Only tab
- Individual completed enrollment and self-update of contact information in the VA-PAS
- Talent Management System (TMS)/Education Data Repository (EDR) refresh includes the correct data imported into the VA-PAS

### **Input**

Self-Updated VA Personnel Accountability System Profile

### **Output**

Verified VA Personnel Accountability System Profile

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contracting Officer's Representative

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

VA Personnel Accountability System

## **Standards**

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

VA Personnel Accountability System Supervisor Representative Computer-Based Training

## **More Info**

The person listed as Supervisor in the VA-PAS is the person listed in the EDR who has access to the VA-PAS Supervisor pane, and is able to view/verify the VA-PAS information. If that is not the same person as the Contracting Officer's Representative

, contact the Servicing Human Resources Officer to make the change to allow the correct individual to have permissions to see the Individual.

## **Process Activity Name: CONB-03 Monitor and Control Access**

### **Previous Activities**

CONB-02.22.03 Verify VA Personnel Accountability System

### **Next Activities**

CONB-03.01 Monitor Status

### **Description**

The sub-process for Monitor and Control Access cycles through the following dependent activities:

- Monitor Status
- Verify Access Requirements Met
- Update TMS Profile
- Verify Computer Access Permissions
- Verify Required Risk Level
- Increase Position Risk Level
- Complete Appropriate Action
- Update TMS Profile
- Increase Access

## **Process Activity Name: CONB-03.01 Monitor Status**

### **Previous Activities**

CONB-02 Complete On-Boarding

Or

CONB-03.08 Increase Position Risk Level?

Or

CONB-03.03 Verify Access Requirements Met

Or

CONB-03.12 Update TMS Profile

### **Next Activities**

CONB-03.02 Change in Status?

### **Description**

The Contractor Lead monitors any training needs or changes in status for the Individual. The Contractor Lead maintains records for the Individual as appropriate in order to respond to inquiries from the Sponsor, frequently a Contracting Officer's Representative (COR), on the status and/or training requirements compliance of the Individual.

If there is a change in status, the Contractor Lead determines if the change in status is due to pending separation. If the change in status is due to separation, Off-Boarding procedures are followed. If the change in status is not due to separation, the Contracting Officer Representative determines the type of change in status.

If there is no change in status, the Contractor Lead continues to monitor the Individual and ensures the annual security training requirements are met.

### **Input**

Contract

Talent Management System (TMS) Profile

### **Output**

Individual File (COR keeps one file - COR Contract File)

Notification to the Individual to Update TMS Profile (if applicable)

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

The Individual File is maintained, electronically preferably.

**Process Activity Name: CONB-03.02 Change in Status?****Previous Activities**

CONB-03.01 Monitor Status

**Next Activities**

If "Yes":

CONB-03.04 Terminate?

Or

If "No":

CONB-03.03 Verify Access Requirements Met

**Description**

The contractor lead determines if there is a change in status (Yes) or no change in status (No).

**Responsible Role**

Contractor Lead

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.03 Verify Access Requirements Met****Previous Activities**

CONB-03.02 Change in Status?

**Next Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

## **Description**

The process map for CONB-3.2 Verify Access Requirements Met cycles through the following dependent activities:

- Generate Training Compliance - Deficiency Report
- Review VA-PAS Data
- Review Training Status
- Receive Training Notification
- Review and/or Update VA-PAS Data
- Request Suspension of Access
- Suspend Individual's Access
- Notify Individual of Suspended Access
- Complete Required Training
- Ensure Training Recorded in TMS
- Request Restoration of Access
- Approve Restoration of Access
- Restore Access

## **Process Activity Name: CONB-03.03.01 Generate Training Compliance - Deficiency Report**

### **Concurrent Activities**

CONB-03.03.02 Review VA-PAS Data

And

CONB-03.03.03 Review Training Status

And

CONB-03.03.04 Receive Training Notification

And

CONB-03.03.05 Review and/or Update VA-PAS Data

### **Previous Activities**

CONB-03.03 Verify Access Requirements Met

### **Next Activities**

CONB-03.03.06 Compliant?

## **Description**

The Talent Management System (TMS) Administrator initiates the generation of a Training Compliance - Deficiency Report on a daily basis. This report contains information on Individuals who are compliant or deficient on the annual security training requirements. This Training



Compliance - Deficiency Report is sent to the Information Security Officer (ISO) and the Sponsor.

**Input**

Talent Management System Database

**Output**

Training Compliance - Deficiency Report

**Associated Artifacts**

None Listed

**Responsible Role**

Talent Management System Administrator

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

The ISO function is to monitor compliance for systematic problems. The ISO monitors the Training Compliance - Deficiency Report to ensure policy is being followed by the facility as a whole. The ISO contacts the Director to report problems in the process such as the noncompliance list is increasing, individuals existing on the report for an extended time, sponsors are not enforcing compliance, etc. The Director's office follows up with the chain of command for noncompliant individuals.

**Process Activity Name: CONB-03.03.02 Review VA-PAS Data**

**Concurrent Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

And

CONB-03.03.03 Review Training Status

And

CONB-03.03.04 Receive Training Notification

And

CONB-03.03.05 Review and/or Update VA-PAS Data

**Previous Activities**

CONB-03.03 Verify Access Requirements Met

**Next Activities**

CONB-03.03.06 Compliant?

**Description**

The Contracting Officer's Representative reviews the VA Personnel Accountability System (VA-PAS) data as required to ensure contact information, duty location, and cost accounting information is accurately maintained in VA-PAS.

**Input**

VA Personnel Accountability System Data

**Output**

Updated VA Personnel Accountability System Data

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA Personnel Accountability System

**Standards**

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

**More Info**

None Listed

**Process Activity Name: CONB-03.03.03 Review Training Status**

**Concurrent Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

And

CONB-03.03.02 Review VA-PAS Data

And

CONB-03.03.04 Receive Training Notification

And

CONB-03.03.05 Review and/or Update VA-PAS Data

### **Previous Activities**

CONB-03.03 Verify Access Requirements Met

### **Next Activities**

CONB-03.03.06 Compliant?

### **Description**

The Contractor Lead reviews the Individual's training status using the Training Compliance - Deficiency Report which provides a current list of Individuals who are required to renew their annual security training within the next 30 days or less. The Contractor Lead checks the Talent Management System (TMS) for the completed training certificates.

If the annual security training is verified as complete, no further action is required for security training verification until one month prior to the 1 year anniversary of the training.

If the annual security training is not completed by the required date, the Individual is listed as deficient in the TMS database. The Contractor Lead contacts the Individual and instructs the Individual to complete the required training within the appropriate time frame.

### **Input**

Talent Management System Profile

Training Compliance - Deficiency Report

### **Output**

Request for Notification of Talent Management System Training Certificates

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Talent Management System Administrator

### **Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

Request for Notification of Completed Training Certificates is in the form of an e-mail. (NOTE: Not optional for Contractors)

**Process Activity Name: CONB-03.03.04 Receive Training Notification****Concurrent Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

And

CONB-03.03.02 Review VA-PAS Data

And

CONB-03.03.03 Review Training Status

And

CONB-03.03.05 Review and/or Update VA-PAS Data

**Previous Activities**

CONB-03.03 Verify Access Requirements Met

**Next Activities**

CONB-03.03.06 Compliant?

**Description**

The Individual receives an automated training notification from the Talent Management System (TMS) 30 days prior to the expiration of the required annual security training (VA Privacy and Information Security Awareness and Rules of Behavior), and daily thereafter until expiration date. If applicable, the individual also completes Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training.

If the Individual completes the annual security training and receives a Certificate of Training Completion in TMS prior to the expiration date, the Individual remains in compliance with training requirements for the designated timeframe (currently one year) and the Individual's access remains unchanged.

If the Individual does not complete the annual security training by the expiration date, the Sponsor initiates suspension of access to VA Systems.

**Input**

Talent Management System Learning Expiration Notification

Talent Management System Profile

**Output**

Talent Management System Training Certificates

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

The required training courses are accessible in the Talent Management System (TMS).

The Individual receives instruction from the Sponsor to complete the required training within the appropriate time frame.

**Process Activity Name: CONB-03.03.05 Review and/or Update VA-PAS Data**

**Concurrent Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

And

CONB-03.03.02 Review VA-PAS Data

And

CONB-03.03.03 Review Training Status

And

CONB-03.03.04 Receive Training Notification

**Previous Activities**

CONB-03.03 Verify Access Requirements Met

**Next Activities**

CONB-03.03.06 Compliant?

**Description**

The Individual reviews and/or updates the VA Personnel Accountability System (VA-PAS) data for changes in contact information, duty station or contract.

**Input**

VA Personnel Accountability System Data

**Output**

Updated VA Personnel Accountability System Data

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA Personnel Accountability System

**Standards**

VA Directive 0320, Comprehensive Emergency Management Homeland Security Program

**More Info**

**Process Activity Name: CONB-03.03.06 Compliant?**

**Previous Activities**

CONB-03.03.01 Generate Training Compliance - Deficiency Report

AND

CONB-03.03.02 Review VA-PAS Data

AND

CONB-03.03.03 Review Training Status

AND

CONB-03.03.04 Receive Training Notification

AND

CONB-03.03.05 Review and/or Update VA-PAS Data

**Next Activities**

If "Yes":

CONB-03.01 Monitor Status

Or

If "No":

CONB-03.03.07 Request Suspension of Access

**Description**

Upon completion of all prior reviews the Contractor Lead determines if the individual is compliant with all requirements (Yes) or not compliant (No).

**Responsible Role**

Contractor Lead

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.03.07 Request Suspension of Access**

**Previous Activities**

CONB-03.03.06 Compliant?

**Next Activities**

CONB-03.03.08 Suspend Individual's Access

**Description**

The Sponsor requests suspension of network access for the non-compliant individual based on the information provided by the Training Compliance - Deficiency Report. The Sponsor makes the request for suspension of network access by opening a Service Desk Ticket.

**Input**

Training Compliance - Deficiency Report

Talent Management System Learning Expiration Notification

**Output**

Request for Suspension of Access

Service Desk Ticket

**Associated Artifacts**

None Listed

**Responsible Role**

Contracting Officer's Representative

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Service Desk Ticketing System

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-03.03.08 Suspend Individual's Access****Previous Activities**

CONB-03.03.07 Request Suspension of Access

**Next Activities**

CONB-03.03.09 Notify Individual of Suspended Access



**Description**

Service Delivery and Engineering (SDE) Point of Contact, frequently IT Operations, suspends the Individual's VA Systems network access based on the request from the Sponsor contained in the Service Desk Ticket and updates the Service Desk Ticket. The Sponsor is updated via e-mail on the completion of the suspension.

**Input**

Request for Suspension of Access

Service Desk Ticket

**Output**

Notification of Suspended Access (E-mail)

Updated Service Desk Ticket

**Associated Artifacts**

None Listed

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Service Desk Ticketing System

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-03.03.09 Notify Individual of Suspended Access****Previous Activities**

CONB-03.03.08 Suspend Individual's Access

**Next Activities**

CONB-03.03.10 Take Training?

**Description**

The Contractor Lead notifies the Individual that access to VA systems has been suspended and provides information on how the Individual can become compliant. The Contractor Lead also informs the Individual of the consequences resulting from failure to become compliant. The Contractor Lead keeps the Sponsor informed.

**Input**

Notification of Suspended Access (e-mail)

**Output**

Forwarded Notification of Suspended Access (E-mail, if applicable)

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

The method of notification depends on the means available to the Contractor Lead based on proximity or other factors unique to the situation.

**Process Activity Name: CONB-03.03.10 Take Training?****Previous Activities**

CONB-03.03.09 Notify Individual of Suspended Access

**Next Activities**

If "Yes":

CONB-03.03.11 Complete Required Training

Or

If "No":

## CONB-04 Complete Off-Boarding

### **Description**

Contractor Lead determines if the individual needs to take required training (Yes) or not (No).

### **Responsible Role**

Contractor Lead

### **Accountable Role**

None Listed

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Process Activity Name: CONB-03.03.11 Complete Required Training**

### **Previous Activities**

CONB-03.03.10 Take Training?

### **Next Activities**

CONB-03.03.12 Training Recorded in TMS?

### **Description**

The Individual completes the required annual security training.

If the Individual completes training online, the Talent Management System (TMS) automatically updates the Individual's record once the training is complete.

If TMS is not automatically updated upon completion of the annual security training or the Individual completes the annual security training by some other means than using the online TMS training, the Individual contacts the Sponsor to assist with ensuring TMS is updated and access is restored.

### **Input**

Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training (if applicable)

VA Privacy and Information Security Awareness and Rules of Behavior Training

### **Output**

Contact with the Sponsor (if applicable)

Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training Certificate (if applicable)

## VA Privacy and Information Security Awareness and Rules of Behavior Training Certificate

### **Associated Artifacts**

None Listed

### **Responsible Role**

Individual

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Talent Management System (TMS)

### **Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

### **More Info**

The Individual uses personal e-mail or a phone call to contact the Sponsor.

### **Process Activity Name: CONB-03.03.12 Training Recorded in TMS?**

#### **Previous Activities**

CONB-03.03.11 Complete Required Training

#### **Next Activities**

If "Yes":

CONB-03.03.14 Request Restoration of Access

Or

If "No":

CONB-03.03.13 Ensure Training Recorded in TMS

### **Description**

Contractor Lead determines if the training is recorded in TMS (Yes) or not recorded (No)

### **Responsible Role**

Individual

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.03.13 Ensure Training Recorded in TMS****Previous Activities**

CONB-03.03.12 Training Recorded in TMS?

**Next Activities**

CONB-03.03.14 Request Restoration of Access

**Description**

The Contractor Lead assists the Individual to ensure the annual security training is recorded in the Talent Management System.

**Input**

Contact with the Contractor Lead (if applicable)

Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training Certificate (if applicable)

Talent Management System Data

VA Privacy and Information Security Awareness and Rules of Behavior Training Certificate

**Output**

Updated Talent Management System Data

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-03.03.14 Request Restoration of Access****Previous Activities**

CONB-03.03.12 Training Recorded in TMS?

Or

CONB-03.03.13 Ensure Training Recorded in TMS

**Next Activities**

CONB-03.03.15 Approve Restoration of Access

**Description**

The Contractor Lead requests restoration of access to the appropriate level within the VA System for the Individual.

Included in the request for restoration of access is verification from the Sponsor that the Individual's completion of annual security requirements is recorded in Talent Management System.

**Input**

Privacy and Health Insurance Portability and Accountability Act (HIPAA) Training Certificate (if applicable)

Talent Management System Data

VA Privacy and Information Security Awareness and Rules of Behavior Training Certificate

**Output**

Request of Restoration of Access

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-03.03.15 Approve Restoration of Access****Previous Activities**

CONB-03.03.14 Request Restoration of Access

**Next Activities**

CONB-03.03.16 Restore Access

**Description**

The Sponsor submits a Service Desk ticket showing approval for restoration of the Individual's access to the appropriate level.

**Input**

Request of Restoration of Access

**Output**

Service Desk Ticket

**Associated Artifacts**

None Listed

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Service Desk Ticketing System

**Standards**

None Listed

**More Info****Process Activity Name: CONB-03.03.16 Restore Access****Previous Activities**

CONB-03.03.15 Approve Restoration of Access

**Next Activities**

CONB-03.01 Monitor Status

**Description**

Service Delivery and Engineering (SDE) Point of Contact, frequently IT Operations, restores access for the Individual and closes the Service Desk Ticket.

**Input**

Service Desk Ticket

**Output**

Restored Access for the Individual

Updated/Closed Service Desk Ticket

**Associated Artifacts**

None Listed

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed



**More Info**

None Listed

**Process Activity Name: CONB-03.04 Terminate?****Previous Activities**

CONB-03.02 Change in Status?

**Next Activities**

If "Yes":

CONB-04 Complete Off-Boarding

Or

If "No":

CONB-03.05 Update TMS Profile

And

CONB-03.06 Verify Computer Access Permissions

And

CONB-03.07 Verify Required Risk Level

**Description**

The contractor lead upon determining a change in status determines if the individual should be terminated (Yes) or not terminated (No).

**Responsible Role**

Contractor Lead

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.05 Update TMS Profile****Concurrent Activities**

CONB-03.06 Verify Computer Access Permissions

And

CONB-03.07 Verify Required Risk Level

**Previous Activities**

CONB-03.04 Terminate?

**Next Activities**

CONB-03.08 Increase Position Risk Level?

**Description**

The Individual updates the Talent Management System (TMS) profile with new status, contact information, supervisor (sponsor) contact information, etc. when changes occur.

**Input**

Notification to Individual to Update Talent Management System Profile

Talent Management System Profile

**Output**

Updated Talent Management System Profile

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Personnel Security Office/Specialist

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.06 Verify Computer Access Permissions****Concurrent Activities**

CONB-03.05 Update TMS Profile

And

CONB-03.07 Verify Required Risk Level

### **Previous Activities**

CONB-03.04 Terminate?

### **Next Activities**

CONB-03.08 Increase Position Risk Level?

### **Description**

The Contractor Lead verifies the computer access permissions associated with the Individual's change in status and submits VA Form 9957, Access Form, or the OI&T Field Office Computer Access Request Form with the new access information if applicable.

### **Input**

Acquisition Requirements Package (Awarded Contract)

Electronic Contractor Onboarding Access Request Form Template

### **Output**

Updated Electronic Contractor Onboarding Access Request Form Template

### **Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Network Field Office ISO Portal

### **Standards**

None Listed

### **More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

The artifact used, VA Form 9957, Access Form, or the OI&T Field Office Computer Access Request Form, is the form previously used to create a new account or modify an existing

account. Another instance of the VA Form 9957, Access Form, or the OI&T Field Office Computer Access Request Form, is the artifact created to modify an existing account based on this change in status.

## **Process Activity Name: CONB-03.07 Verify Required Risk Level**

### **Concurrent Activities**

CONB-03.05 Update TMS Profile

And

CONB-03.06 Verify Computer Access Permissions

### **Previous Activities**

CONB-03.04 Terminate?

### **Next Activities**

CONB-03.08 Increase Position Risk Level?

### **Description**

The Sponsor verifies the required position risk level associated with the Individual's change in status and notifies the Personnel Security Employee of a pending change in status for the Individual.

If the new position is at a higher position risk level, then the Sponsor initiates a new background investigation and the process for obtaining background investigations is followed.

If the new position is not at a higher position risk level, the Sponsor continues to monitor access requirements.

### **Input**

Acquisition Requirements Package (Awarded Contract)

### **Output**

Elevated Privilege Request Memorandum (if applicable)

Notification to Individual to Update Talent Management System Profile

### **Associated Artifacts**

None Listed

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Position Designation Automated Tool (PDT)

Talent Management System (TMS)

**Standards**

VA Directive 0710, Personnel Security and Suitability Program

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

**More Info**

If the contract or task order requires all individuals to have the same Position Designation System and Automated Tool Level of Access, this activity does not apply.

**Process Activity Name: CONB-03.08 Increase Position Risk Level?****Previous Activities**

CONB-03.05 Update TMS Profile

AND

CONB-03.06 Verify Computer Access Permissions

AND

CONB-03.07 Verify Required Risk Level

**Next Activities**

If "Yes":

CONB-03.09 Increase Position Risk Level

Or

If "No":

CONB-03.01 Monitor Status

**Description**

Sponsor determines if increased position risk level is required (Yes) or not required (No)

**Responsible Role**

Sponsor

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.09 Increase Position Risk Level****Previous Activities**

CONB-03.08 Increase Position Risk Level?

**Next Activities**

CONB-03.09.01 Update and Forward Staff Roster

**Description**

The process map for CONB-3.6 Increase Position Risk Level cycles through the following dependent activities:

- Update and Forward Staff Roster
- Review Current Status
- Update e-QIP
- Complete Background Investigation
- Upload BI Results
- Notify Contractor Lead of Unfavorable BI
- Update PIV Card
- Update Electronic Access

**Process Activity Name: CONB-03.09.01 Update and Forward Staff Roster****Previous Activities**

CONB-03.09 Increase Position Risk Level

**Next Activities**

CONB-03.09.02 Review Current Status

**Description**

The Contractor Lead receives notice from the Individual of completion of mandatory training in the Talent Management System (TMS) and updates the Contractor Staff Roster.

**Input**

Contractor Staff Roster

CRISP Screening Checklist

Notification to Individual of Required Actions and Timeframe's

Notification to Contractor Lead of Completion of Training

**Output**

Updated and Forwarded Contractor Staff Roster

Updated CRISP Screening Checklist

**Associated Artifacts**

Contractor Staff Roster Template

CRISP Screening Checklist

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.09.02 Review Current Status**

**Previous Activities**

CONB-03.09.01 Update and Forward Staff Roster

**Next Activities**

CONB-03.09.03 Update e-QIP

**Description**

The Sponsor, frequently the Contracting Officer's Representative (COR), reviews the current status of progress for the Background Investigation process, required documents for the Background Investigation, and mandatory training completion.

**Input**

Contractor Staff Roster

CRISP Screening Checklist

Personnel Investigations Processing System Result (E-mail)

Talent Management System Training Certificates

Training Compliance - Deficiency Report

### **Output**

Updated Contractor Staff Roster

Updated CRISP Screening Checklist

### **Associated Artifacts**

Contractor Staff Roster Template

CRISP Screening Checklist

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

Talent Management System (TMS)

### **Standards**

None Listed

### **More Info**

In order to access the TMS the Sponsor, a COR or designee, completes a VA TMS Managed Self Enrollment Administrators Training Course.

The PIPS System is a restricted access system only accessible by authorized personnel.

## **Process Activity Name: CONB-03.09.03 Update e-QIP**

### **Previous Activities**

CONB-03.09.02 Review Current Status

### **Next Activities**

CONB-03.09.03.01 Request e-QIP Questionnaire Completion



**Description**

Note: The process map for Update e-QIP cycles through the following dependent activities:

- Request e-QIP Questionnaire Completion
- Submit Updated e-QIP
- Conduct QC eQIP Signature Pages

**Process Activity Name: CONB-03.09.03.01 Request e-QIP Questionnaire Completion****Previous Activities**

CONB-03.09.03 Update e-QIP

**Next Activities**

CONB-03.09.03.02 Submit Updated e-QIP

**Description**

The Personnel Security Office/Specialist creates access for an individual in the Electronic Questionnaires for Investigations Processing (e-QIP) system. The Personnel Security Office/Specialist e-mails a Request to Complete e-QIP Forms to the Individual.

**Input**

Contract Employee: Background Investigation Request Worksheet

OPM Form OF306, Declaration for Federal Employment

**Output**

E-mail Request to Complete e-QIP Form

**Associated Artifacts**

Contract Employee: Background Investigation Request Worksheet Template

OPM Form OF306-Declaration for Federal Employment Template

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

## **Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

Security and Investigations Center Resource Site

## **Standards**

None Listed

## **More Info**

None Listed

## **Process Activity Name: CONB-03.09.03.02 Submit Updated e-QIP**

### **Previous Activities**

CONB-03.09.03.01 Request e-QIP Questionnaire Completion

### **Next Activities**

CONB-03.09.03.03 Conduct QC e-QIP Signature Pages

### **Description**

The Individual updates the Electronic Questionnaire for Investigations Processing (e-QIP) online form, certifies and prints the required e-QIP signature pages [Certification (CER), Release (REL), and Medical Release (MEL), as appropriate]. The Individual is instructed to complete e-QIP within five business days of receipt of the notice from the Personnel Security Office/Specialist.

The Individual then sends via e-mail, mail service, or faxes the e-QIP signature pages to the Sponsor to upload into the e-QIP system.

### **Input**

E-mail Request to Complete e-QIP Forms

### **Output**

Electronic Questionnaire for Investigations Processing (e-QIP) Form

Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL), as appropriate]

### **Associated Artifacts**

None Listed

### **Responsible Role**

Individual

### **Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.09.03.03 Conduct QC e-QIP  
Signature Pages****Previous Activities**

CONB-03.09.03.02 Submit Updated e-QIP

**Next Activities**

CONB-03.09.04 Withdraw?

**Description**

The Personnel Security Office/Specialist reviews the Electronic Questionnaire for Investigations Processing (e-QIP) submission and the documentation required to accompany the investigation. If the Personnel Security Office/Specialist identifies errors or omissions in the e-QIP package, the Personnel Security Office/Specialist rejects the package, using the e-QIP system, and notifies the Individual by e-mail of the need for corrections. Corrections need to be made within two days.

The Personnel Security Office/Specialist uploads the signature pages to the Office of Personnel Management (OPM) within three business day of receipt of signature pages from the Individual. The Personnel Security Office/Specialist saves the signature pages in a local auditable security file repository. The investigation is scheduled by OPM.

If the Personnel Security Office/Specialist does not receive the signature pages within 14 days, the e-QIP Questionnaire is cancelled.

**Input**

Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL), as appropriate]

**Output**

Uploaded Signature Pages [Certification (CER), Release (REL) and Medical Release (MEL), as appropriate] and supporting documents

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Electronic Questionnaires for Investigations Processing (e-QIP)

Security and Investigations Center Resource Site

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.09.04 Withdraw?****Previous Activities**

CONB-03.09.03.03 Conduct QC e-QIP Signature Pages

**Next Activities**

If "Yes":

CONB-04 Complete Off-Boarding

Or

If "No":

CONB-03.09.05 Complete Background Investigation

**Description**

The Personnel Security Officer determines whether to withdraw the candidate's application (Yes) or continue with the BI (No).

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.09.05 Complete Background Investigation****Previous Activities**

CONB-03.09.04 Withdraw?

**Next Activities**

CONB-03.09.06 Upload BI Results

**Description**

The Personnel Security Office/Specialist adjudicates the Background Investigation, signs off on the Certificate of Investigation (COI), and notifies the Sponsor of final adjudication and provides a copy of the Certificate of Investigation to the Sponsor.

**Input**

Certificate of Investigation

**Output**

Recorded Adjudication in Personnel Investigation Processing System (PIPS)

Signed Certificate of Investigation

**Associated Artifacts**

None Listed

**Responsible Role**

Personnel Security Office/Specialist

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

## **Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

## **Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

## **More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

No link is provided to the Suitability Processing Handbook because it is a controlled item.

## **Process Activity Name: CONB-03.09.06 Upload BI Results**

### **Previous Activities**

CONB-03.09.05 Complete Background Investigation

### **Next Activities**

CONB-03.09.07 Unfavorable BI?

### **Description**

The Personnel Security Office/Specialist uploads results of the Background Investigation into the Personnel Investigations Processing System (PIPS).

### **Input**

Certificate of Investigation

### **Output**

Recorded Adjudication in Personnel Investigation Processing System (PIPS)

Signed Certificate of Investigation

### **Associated Artifacts**

None Listed

### **Responsible Role**

Personnel Security Office/Specialist

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

Personnel Investigations Processing System (PIPS)

Security and Investigations Center Resource Site

## **Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

## **More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

No link is provided to the Suitability Processing Handbook because it is a controlled item.

## **Process Activity Name: CONB-03.09.07 Unfavorable BI?**

### **Previous Activities**

CONB-03.09.06 Upload BI Results

### **Next Activities**

If "Yes":

CONB-03.09.08 Notify Contractor Lead of Unfavorable BI

Or

If "No":

CONB-03.09.09 Update PIV Card

And

CONB-03.09.10 Update Electronic Access

### **Description**

Sponsor evaluates the BI to determine if Unfavorable (Yes) or Favorable (No)

### **Responsible Role**

Sponsor

### **Accountable Role**

None Listed

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Process Activity Name: CONB-03.09.08 Notify Contractor Lead of Unfavorable BI**

### **Previous Activities**

CONB-03.09.07 Unfavorable BI?

### **Next Activities**

CONB-04 Complete Off-Boarding

### **Description**

The Sponsor notifies the Contractor Lead of the background investigation (BI) determination received from the Personnel Security Office/Specialist.

If the initial BI is unfavorable, the Contractor Lead initiates the off-boarding procedures.

If the initial BI is favorable, the routine monitoring and controlling of the Individual is begun.

### **Input**

Recorded Adjudication in Personnel Investigation Processing System (PIPS)

### **Output**

Unfavorable BI Notification

### **Associated Artifacts**

None Listed

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

Code of Federal Regulations, Part 731 - Suitability (Title 5, CFR 731)

Suitability Processing Handbook

### **More Info**

No link is provided to the Suitability Processing Handbook because it is a controlled item.



## **Process Activity Name: CONB-03.09.09 Update PIV Card**

### **Concurrent Activities**

CONB-03.09.10 Update Electronic Access

### **Previous Activities**

CONB-03.09.07 Unfavorable BI?

### **Next Activities**

CONB-03.09.09.01 Determine Need for New PIV

### **Description**

The sub-process for Update PIV Card cycles through the following dependent activities:

- Determine Need for New PIV
- Request PIV Card Update
- Schedule PIV Appointment
- Update PIV Card

## **Process Activity Name: CONB-03.09.09.01 Determine Need for New PIV**

### **Previous Activities**

CONB-03.09.09 Update PIV Card

### **Next Activities**

CONB-03.09.09.02 Update PIV?

### **Description**

The Field Administrative Services representative determines need for new PIV. If a new PIV is required, follow the sub-process to request the PIV. If no new PIV is required, the sub-process ends.

### **Input**

PIV Sponsor Delegation of Authority Memorandum

### **Output**

Determination if New PIV is Needed

Online Application Form

### **Associated Artifacts**

None Listed

### **Responsible Role**

Field Administrative Services

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA PIV Enrollment Portal

**Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Card Types and Requirements

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

**More Info**

The VA PIV Card Management System is a restricted access system only accessible by authorized personnel.

**Process Activity Name: CONB-03.09.09.02 Update PIV?****Previous Activities**

CONB-03.09.09.01 Determine Need for New PIV

**Next Activities**

If "Yes":

CONB-03.09.09.03 Request PIV Card Update

Or

If "No":

CONB-03.10 Unfavorable BI?

**Description**

The Field Administrative Services representative determines if an updated PIV card is needed (Yes) or not (No).

**Responsible Role**

Field Administrative Services

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.09.09.03 Request PIV Card Update****Previous Activities**

CONB-03.09.09.02 Update PIV?

**Next Activities**

CONB-03.09.09.04 Schedule PIV Appointment

**Description**

The Field Administrative Services representative gathers and inputs the Individual's data in the online application form within VA PIV Enrollment Portal tool. There are five card types of PIV. The PIV Sponsor determines the appropriate type of card. Information on the card types is provided in the VA Card Types and Requirements document. The VA uses hard certificates for public key infrastructure as part of the PIV card. If the PIV Sponsor selects logical access for the individual, the PIV contains the hard certificate.

**Input**

PIV Sponsor Delegation of Authority Memorandum

**Output**

Completed Online Application Form

**Associated Artifacts**

None Listed

**Responsible Role**

Field Administrative Services

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA PIV Enrollment Portal

## **Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Card Types and Requirements

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

## **More Info**

The VA PIV Card Management System is a restricted access system only accessible by authorized personnel.

## **Process Activity Name: CONB-03.09.09.04 Schedule PIV Appointment**

### **Previous Activities**

CONB-03.09.09.03 Request PIV Card Update

### **Next Activities**

CONB-03.09.09.05 Update PIV Card

### **Description**

Upon notification by the Field Administrative Services representative with the Individual's adjudicated Special Agreement Check (SAC) date and scheduled or Favorably Adjudicated Background Investigation (BI) date, the Individual makes an appointment with the Personal Identity Verification (PIV) Office.

### **Input**

Either SAC Adjudication Date with BI Schedule Date OR Favorably Adjudicated BI Completion Date

Identity Proofing Documents

### **Output**

Scheduled Appointment with PIV Office

### **Associated Artifacts**

None Listed

### **Responsible Role**

Individual

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

Form I-9, Employment Eligibility Verification

PIV Badge Offices

## **Standards**

How to Get a VA ID Badge

Identity Documentation Criteria

## **More Info**

The Individual must provide two forms of acceptable personal identification at the PIV appointment. The USCIS Form I-9 is used as the list of acceptable documents for obtaining PIV.

## **Process Activity Name: CONB-03.09.09.05 Update PIV Card**

### **Previous Activities**

CONB-03.09.09.04 Schedule PIV Appointment

### **Next Activities**

CONB-03.10 Unfavorable BI?

### **Description**

The Personnel Security Office/Specialist issues the Personal Identification Verification (PIV) card to the Individual.

### **Input**

Identity Proofing Documents

### **Output**

Personal Identification Verification Card

### **Associated Artifacts**

None Listed

### **Responsible Role**

PKI Help Desk

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

PIV Card Management System

## **Standards**

Federal Information Processing Standards Publications (FIPS) 201-2, Personal Identity Verification (PIV) of Federal Employees and Contractors

VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program

## **More Info**

The PIV Card Management System is a restricted access system only accessible by authorized personnel.

## **Process Activity Name: CONB-03.09.10 Update Electronic Access**

### **Concurrent Activities**

CONB-03.09.09 Update PIV Card

### **Previous Activities**

CONB-03.09.07 Unfavorable BI?

### **Next Activities**

CONB-03.09.10.01 Request Update to Electronic Access

### **Description**

The sub-process for Update Electronic Access cycles through the following dependent activities:

- Request Update to Electronic Access
- Review Electronic Access Request
- Update Electronic Access
- Create/Update Remote Access Account
- Access Updated Resources

## **Process Activity Name: CONB-03.09.10.01 Request Update to Electronic Access**

### **Previous Activities**

CONB-03.09.10 Update Electronic Access

### **Next Activities**

CONB-03.09.10.02 Approve?

### **Description**

The Contractor Lead, or the designee, requests network and remote access by specifying the type of access needed on Electronic Contractor Onboarding Access Request Form. The Contractor Lead, or the designee, makes the request within three business days of obtaining required information, proof of training and electronically signed VA Rules of Behavior, and fingerprint results (closed, no issues) for the Individual. The Contractor Lead, or the designee, contacts the National Service Desk or the local Help Desk to request access to the VA network, applicable

applications/systems, and/or remote access (remote access is requested through the Information Security Officer).

### **Input**

Contractor Rules of Behavior

Information Security Officer Notification

Information Security Officer Locator

Personnel Investigations Processing System entry results

Talent Management System (TMS) Training Certificates

VA Form 0752, Confidentiality of Sensitive Information Non-Disclosure Agreement (if applicable)

VA Rules of Behavior

### **Output**

Electronic Contractor Onboarding Access Request Form

Elevated Privilege Request Memorandum

Service Desk Ticket

### **Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

VA Form 0752-Confidentiality of Sensitive Information Non-Disclosure Agreement Template

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Contracting Officer's Representative

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

ISO Locator List

Service Desk Ticketing System

Talent Management System (TMS)

eCONB Forms Portal

ISO Virtual Private Network Portal

## **Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

## **More Info**

ISOs may verify/audit COR files to ensure documentation of completion. Information in COR files includes: completed Contractor Rules of Behavior, Electronic Contractor Onboarding Access Request, Non-Disclosure Statement Form (if applicable), TMS training certificates, and the favorable Special Agreement Check adjudication decision. Use ISO Locator List, or contact VA FSS ISO REQUESTS to identify ISO. Encrypted e-mail to ISO includes: Name, Responsible Project Manager or COR, and Global Address List properties. The COR provides a COR Appointment Letter to the ISO upon request. Contractor Rules of Behavior may be found in VA Handbook 6500.6, Contract Security (Appendix D, Contractor Rules of Behavior).

In CY 2013 the Sponsor or COR enters the request into a new application to begin the process of obtaining access.

The PIV Card Management and PIPS Systems are restricted access systems only accessible by authorized personnel.

## **Process Activity Name: CONB-03.09.10.02 Approve?**

### **Previous Activities**

CONB-03.09.10.01 Request Update to Electronic Access

### **Next Activities**

If "Yes":

CONB-03.09.10.03 Review Electronic Access Request

Or

If "No":

CONB-03.09.10.01 Request Update to Electronic Access

### **Description**

The Contracting Officer Representative reviews the electronic Contractor Onboarding Access Request Form for approval.

### **Input**

None Listed

### **Output**

None Listed

### **Associated Artifacts**

None Listed

### **Responsible Role**

Contracting Officer's Representative



**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.09.10.03 Review Electronic Access Request****Previous Activities**

CONB-03.09.10.02 Approve?

**Next Activities**

CONB-03.09.10.04 Concur?

**Description**

The IT Specialist reviews the request to determine if any separation of duty issues exists.

If the review reveals no known separation of duty issues, the IT Specialist concurs by signing the Electronic Contractor Access Request (eCONB) Form. The IT Specialist electronically (by e-mail or in the portal) sends the signed eCONB Form and copies the COR that the network access has been approved. If the review reveals known separation of duty issues, then the IT Specialist non-concurs. In the event of non-concurrence, the IT Specialist informs the Sponsor or COR and the FCIO/SDE Point of Contact of the specific separation of duties reasons for non-concurrence.

For Individuals who access multiple sites, assurance to VA Directive 6500 compliance can be provided by the Information Security Officer (ISO) of record for the contract. If elevated privileges are requested by the Sponsor, then additional role based training and elevated rules of behavior needs to be completed. The ISO makes a risk based decision for Individuals requiring elevated access on what level of initial access oversight is granted.

**Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

**Output**

Forwarded Electronic Contractor Onboarding Access Request Form

Updated Service Desk Ticket

**Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

**Responsible Role**

IT Specialist

**Accountable Role**

Contracting Officer's Representative

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

Service Desk Ticketing System

eCONB Forms Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 6500.6, Contract Security

**More Info**

None Listed

**Process Activity Name: CONB-03.09.10.04 Concur?****Previous Activities**

CONB-03.09.10.03 Review Electronic Access Request

**Next Activities**

If "Yes":

CONB-03.09.10.05 Update Electronic Access

Or

If "No":

CONB-03.10 Unfavorable BI?

**Description**

The IT Specialist makes a determination to concur with the request for electronic access.

**Responsible Role**

IT Specialist

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.09.10.05 Update Electronic Access****Previous Activities**

CONB-03.09.10.04 Concur?

**Next Activities**

CONB-03.09.10.06 Remote Access?

**Description**

Within 5 business days of receipt of the Facility Chief Information Officer (FCIO) authorized request, the Service Delivery and Engineering (SDE) Point of Contact establishes initial network, application systems and/or remote access by reviewing request form and adding the user and requested options into the appropriate system(s). The SDE Point of Contact generally uses the service desk ticketing system. The SDE Point of Contact notifies the Sponsor and copies the FCIO and Information Security Officer that the account has been established and password is available.

The SDE Point of Contact provides the Individual with a user name and temporary password. The task is closed and the SDE staff resolve/close the service desk ticket. The Sponsor is notified that the request has been completed. SDE Point of Contact provides the Individual with instructions to access the Global Address List.

If elevated privileges are requested, an additional active directory account is established by the SDE Point of Contact.

**Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

**Output**

Active Directory Account

Instructions to Access the Global Address List (GAL)

Notice of Password (one time)

Notice to Sponsor/Contracting Officer's Representative

Updated Electronic Contractor Onboarding Access Request Form

Updated/Resolved/Closed Service Desk Ticket

### **Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

### **Responsible Role**

Service Delivery and Engineering Point of Contact

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Service Desk Ticketing System

eCONB Forms Portal

### **Standards**

VA Directive 6500, Managing Information Security Risk: VA Information Security Program

VA Handbook 6500.6, Contract Security

### **More Info**

Integrated Campus Support (ICS) performs this function in some instances.

## **Process Activity Name: CONB-03.09.10.06 Remote Access?**

### **Previous Activities**

CONB-03.09.10.05 Update Electronic Access

### **Next Activities**

If "Yes":

CONB-03.09.10.07 Create / Update Remote Access Account

Or

If "No":

CONB-03.09.10.08 Access Updated Resources

### **Description**

This decision determines if remote access is needed (Yes) or not (No).

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.09.10.07 Create / Update Remote Access Account****Previous Activities**

CONB-03.09.10.06 Remote Access?

**Next Activities**

CONB-03.09.10.08 Access Updated Resources

**Description**

The Service Delivery and Engineering (SDE) Point of Contact, or designee, updates the user account for remote access for applications for the Individual once network access has been activated and the need for a remote account has been established.

**Input**

Electronic Contractor Onboarding Access Request Form

Service Desk Ticket

**Output**

Remote Access

Resolved/Closed Service Desk Ticket

Updated Electronic Contractor Onboarding Access Request Form

**Associated Artifacts**

Electronic Contractor Onboarding Access Request Form Template

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Citrix Access Gateway

Rescue AnyConnect Virtual Private Network

Service Desk Ticketing System

eCONB Forms Portal

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-03.09.10.08 Access Updated Resources****Previous Activities**

CONB-03.09.10.07 Create / Update Remote Access Account

**Next Activities**

CONB-03.09.10.09 Access Successful?

**Description**

Within one business day of receipt the Individual logs into system(s) and creates strong password, updates Talent Management System (TMS) profile to ensure the Contracting Officer's Representative name is in the supervisor field (supervisor field in TMS) and e-mail addresses are correct. The Individual reviews the information in the Global Address List (GAL) (address and telephone number) and requests necessary changes through Service Delivery and Engineering (SDE) Point of Contract.

**Input**

Instructions to Access Global Address List (GAL)

Service Desk Ticket

Temporary VA Network Password

**Output**

Access VA Network

Global Address List Data for the Individual

Strong VA Network Password

Updated Service Desk Ticket

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Personnel Investigations Processing System (PIPS)

Service Desk Ticketing System

Talent Management System (TMS)

**Standards**

Federal Information Processing Standards Publications (FIPS) 140-2, Security Requirements for Cryptographic Modules

**More Info**

The PIPS System is a restricted access system only accessible by authorized personnel.

**Process Activity Name: CONB-03.09.10.09 Access Successful?****Previous Activities**

CONB-03.09.10.08 Access Updated Resources

**Next Activities**

If "Yes":

CONB-03.10 Unfavorable BI?

Or

If "No":

CONB-03.09.10.05 Update Electronic Access

**Description**

The individual tests their access to see if successful (Yes) or not (No).

**Responsible Role**

Individual

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.10 Unfavorable BI?****Previous Activities**

CONB-03.09 Increase Position Risk Level

**Next Activities**

If "Yes":

CONB-03.11 Complete Appropriate Action

Or

If "No":

CONB-03.13 Increase Access

**Description**

Sponsor reviews the BI to determine if the BI is unfavorable and additional action must be taken (Yes) or if the BI is acceptable and access level can be increased (No).

**Responsible Role**

Sponsor

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-03.11 Complete Appropriate Action****Previous Activities**

CONB-03.10 Unfavorable BI?

**Next Activities**

CONB-03.12 Update TMS Profile

**Description**

The Contractor Lead receives the notification from the Sponsor, determines the appropriate action based on the Individual's unfavorable background investigation.



**Input**

Unfavorable Background Investigation Notification

**Output**

Appropriate Action Notification(s)

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info****Process Activity Name: CONB-03.12 Update TMS Profile****Previous Activities**

CONB-03.11 Complete Appropriate Action

**Next Activities**

CONB-03.01 Monitor Status

**Description**

If the Individual is notified that the Background Investigation is unfavorable, the Individual updates the Talent Management System (TMS) profile with any changes to status, contact information, supervisor contact information, etc.

If performance issues were found during the Background Investigation, the Contractor Lead is notified, and the Sponsor continues to monitor the Individual.

**Input**

Notification to Individual to Update Talent Management System Profile

Talent Management System Profile

**Output**

Updated Talent Management System Profile

**Associated Artifacts**

None Listed

**Responsible Role**

Individual

**Accountable Role**

Talent Management System Administrator

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

None Listed

**More Info****Process Activity Name: CONB-03.13 Increase Access****Previous Activities**

CONB-03.10 Unfavorable BI?

**Next Activities**

CONB-03.01 Monitor Status

**Description**

Service Delivery and Engineering (SDE) Point of Contact, frequently IT Operations, increases access to the appropriate level in the appropriate systems residing on the VA network.

**Input**

OI&T Field Office Computer Access Request Form

**Output**

Elevated Privilege Request Memorandum

Updated Access Levels

**Associated Artifacts**

OIT Field Office Computer Access Request Form Template

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Network Field Office ISO Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

Further information on the Elevated Privilege Request is available from the Information Security Officers (ISOs).

**Process Activity Name: CONB-04 Complete Off-Boarding**

**Previous Activities**

CONB-02 Complete On-Boarding

Or

CONB-02.16 Complete Elevated Privileges

Or

CONB-03 Monitor and Control Access

Or

CONB-03.03.10 Take Training?

Or

CONB-03.09.08 Notify Contractor Lead of Unfavorable BI

## **Next Activities**

CONB-04.01 Issues?

### **Description**

The sub-process map for Complete Off-Boarding cycles through the following dependent activities:

- Notify Sponsor/COR of Change in Status
- Notify Contractor Lead to Direct Off-Boarding
- Direct Off-Boarding
- Return Items for Off-Boarding
- Accomplish Off-Boarding Local Actions
- Notify Sponsor Local Off-Boarding Actions Complete
- Receive Notification PIV Card Turned In
- Coordinate Account Deactivations
- Deactivate PIV
- Deactivate Virtual Private Network
- Deactivate VA Network Accounts
- Complete Off-Boarding
- Hold Invoice Payment
- Communicate to Contractor Lead
- Validate Individual Removed from VA-PAS
- Archive Files
- Perform Emergent Off-Boarding

## **Process Activity Name: CONB-04.01 Issues?**

### **Previous Activities**

CONB-02 Complete On-Boarding

Or

CONB-03 Monitor and Control Access

### **Next Activities**

If "Yes":

CONB-04.19 Perform Emergent Off-Boarding

Or

If "No":

CONB-04.02 Notify Sponsor/COR of Change in Status

**Description**

The Contractor Lead determines if there are issues that would require emergent off-boarding (Yes) or not (No).

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-04.02 Notify Sponsor/COR of Change in Status****Previous Activities**

CONB-04.01 Issues?

**Next Activities**

CONB-04.03 Notify Contractor Lead to Direct Off-Boarding

**Description**

The Contractor Lead notifies the Sponsor/Contracting Officer's Representative (COR) of the need to change the status of an Individual.

The artifacts used as input to begin Off-Boarding vary widely depending on the reason for initiating the Off-Boarding.

**Input**

E-mail from Individual Requesting/Informing of Status Change (if applicable)

Notification of Deactivation (if applicable)

Notification of Non-Compliance for Annual Information Security Training Requirements (if applicable)

**Output**

Notification to the Sponsor/Contracting Officer's Representative of Change in Status

**Associated Artifacts**

None Listed

**Responsible Role**

Contractor Lead

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.03 Notify Contractor Lead to Direct Off-Boarding****Previous Activities**

CONB-04.02 Notify Sponsor/COR of Change in Status

**Next Activities**

CONB-04.04 Direct Off-Boarding

And

CONB-04.05 Return Items for Off-Boarding

**Description**

The Sponsor, frequently a Contracting Officer's Representative (COR), notifies the Contractor Lead to perform appropriate actions to Off-Board the Individual from the VA. The Sponsor ensures that the Individual's account in the VA Talent Management System (TMS) is inactivated. The Sponsor provides the direction by e-mail.

**Input**

Notification to the Sponsor/Contracting Officer's Representative of Change in Status

**Output**

Notification to the Contractor Lead of Off-Boarding Requirements

**Associated Artifacts**

None Listed

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

Each TMS domain within VA has a specific e-mail routing.

**Process Activity Name: CONB-04.04 Direct Off-Boarding****Concurrent Activities**

CONB-04.05 Return Items for Off-Boarding

**Previous Activities**

CONB-04.03 Notify Contractor Lead to Direct Off-Boarding

**Next Activities**

CONB-04.06 Accomplish Off-Boarding Local Actions

**Description**

The Contractor Lead instructs the Individual to return, as applicable, government property including:

- Keys
- Equipment (laptops, hard drives, notebooks, tablets, thumb drives, smartphones, mobile devices, etc.)
- Parking Passes
- Personal Identity Verification (PIV) Card/Non-PIV Card/Local Identifications
- Sanitize non-Government Furnished Equipment
- Fitness Room equipment

- Sensitive data (paper or electronic) turn-in
- Library books
- etc.

### **Input**

Notification to the Supervisor/Contractor Lead of Off-Boarding Requirements

Notification to the Sponsor/Contracting Officer's Representative of Change in Status

VA Form 0887, VA Government Property Loan Form (if applicable)

### **Output**

VA Form 3248, Employees Clearance from Indebtedness (if applicable)

Contractor Off-boarding Checklist

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Contractor Lead

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

### **More Info**

VA Form 3248, Employees Clearance from Indebtedness can be completed electronically or manually. Also VA Form 3248 has multiple versions for the different locations and each location should select the appropriate location form.



## **Process Activity Name: CONB-04.05 Return Items for Off-Boarding**

### **Concurrent Activities**

CONB-04.04 Direct Off-Boarding

### **Previous Activities**

CONB-04.03 Notify Contractor Lead to Direct Off-Boarding

### **Next Activities**

CONB-04.06 Accomplish Off-Boarding Local Actions

### **Description**

The Individual returns, or, as appropriate, turns in for destruction items in the manner directed by the Contractor Lead (i.e., turn in directly to the VA or turn in to the Contractor Lead to pass to the VA) within 24 hours of departing. If directed to return to the VA return to either the Sponsor or Administrative Support Staff. Items include:

- Keys
- Equipment (laptops, hard drives, notebooks, tablets, thumb drives, government credit cards, smartphones, mobile devices, etc.)
- Parking Passes
- Personal Identity Verification (PIV) Card/ Local Identifications
- Sanitize non-Government Furnished Equipment (GFE) equipment
- Fitness Room equipment
- Sensitive data (paper or electronic) turn-in
- Library books
- etc.

### **Input**

VA Form 0887, VA Government Property Loan Form

VA Form 3248, Employees Clearance from Indebtedness (if applicable)

### **Output**

Updated VA Form 0887, VA Government Property Loan Form

Updated VA Form 3248, Employees Clearance from Indebtedness (if applicable)

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Individual

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 6500.1, Electronic Media Sanitization

VA Handbook 7002, Logistics Management Procedures

**More Info**

VA Form 0887, VA Government Property Loan Form is updated in Part II - VA Property Return Receipt. Also, VA Form 3248 has multiple versions for the different locations and each location should select the one assigned by the Sponsor.

**Process Activity Name: CONB-04.06 Accomplish Off-Boarding Local Actions****Previous Activities**

CONB-04.05 Return Items for Off-Boarding

**Next Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

**Description**

The Individual accomplishes local Off-Boarding actions and completes Off-Boarding. The Individual turns in Personal Identity Verification (PIV) Card and any remaining Government Furnished Equipment (GFE) or government property to the Sponsor when they are separated. The Individual certifies they managed data in accordance with VA regulations within 30 days of separation per VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program.

The Individual also must clear selected departments according to Site specific out processing procedures.

The Individual completes local Off-Boarding actions as directed by the Contract Lead, returning the PIV Card, any remaining GFE, and all other government property.

**Input**

Personal Identity Verification Card

VA Form 0887, VA Government Property Loan Form

VA Form 3248, Employees Clearance from Indebtedness

### **Output**

Certification of Managed Data

Site Specific Checklist (if applicable)

Updated VA Form 0887, VA Government Property Loan Form

Updated VA Form 3248, Employees Clearance from Indebtedness

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Individual

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

### **More Info**

VA Form 0887, VA Government Property Loan Form is updated in Part II- VA Property Return Receipt. Also, VA Form 3248 has multiple versions for the different locations and each location should select the one assigned by the Sponsor.

## **Process Activity Name: CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete**

### **Previous Activities**

CONB-04.06 Accomplish Off-Boarding Local Actions

### **Next Activities**

CONB-04.08 Receive Notification PIV Card Turned In

And

CONB-04.09 Coordinate Account Deactivations

And

CONB-04.10 Deactivate PIV

And

CONB-04.11 Deactivate Virtual Private Network

And

CONB-04.12 Deactivate VA Network Accounts

### **Description**

The Local Administrative Support notifies the Sponsor, a Contracting Officer's Representative (COR), whether the local actions are complete or incomplete (return of Government Furnished Equipment, Parking Passes, issued tokens, etc.) and forwards any VA Form 0887, VA Government Property Loan Form, Part II- VA Property Return Receipts to the Sponsor/COR. In the case of incomplete local actions an alert must be sent to the Sponsor/COR the same day.

The Local Administrative Support ensures the Personal Identification Verification (PIV) Database is updated if the PIV card record is returned.

### **Input**

Personal Identity Verification Database Card Record

VA Form 0887, VA Government Property Loan Form

### **Output**

Forwarded VA Form 0887, VA Government Property Loan Form

Notification to Sponsor

Updated Personal Identity Verification Database Card Record

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

### **Responsible Role**

Local Administrative Support

### **Accountable Role**

Facility Chief Information Officer

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

Personal Identity Verification Database

## **Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

## **More Info**

Local Administrative Support includes i.e., security and law enforcement, library, custodial officer, and Human Resources.

For Contractors: The Contracting Officer's Representative fulfills the role of Sponsor.

## **Process Activity Name: CONB-04.08 Receive Notification PIV Card Turned In**

### **Concurrent Activities**

CONB-04.09 Coordinate Account Deactivations

And

CONB-04.10 Deactivate PIV

And

CONB-04.11 Deactivate Virtual Private Network

And

CONB-04.12 Deactivate VA Network Accounts

### **Previous Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

### **Next Activities**

CONB-04.13 Complete Off-Boarding

### **Description**

The Sponsor, a Contracting Officer's Representative (COR), receives notification from the Local Administrative Support when the Personal Identity Verification (PIV) Card is returned. The Sponsor maintains the notification in the record for the Individual being off-boarded. The Sponsor verifies the Individual has successfully completed off-boarding and returned all government property to include the PIV Card. If the Individual has not successfully completed Off-Boarding, the Sponsor coordinates with the Contracting Officer to withhold the next invoice payment for the Contract until all government property is recovered.

**Input**

Forwarded VA Form 0887, VA Government Property Loan Form

Notification to Sponsor

Personal Identity Verification Database Card Record

**Output**

Contracting Officer's Representative Record (if applicable)

Notification to Release Payment

Sponsor Record (if applicable)

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Personal Identity Verification Database

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: CONB-04.09 Coordinate Account Deactivations****Concurrent Activities**

CONB-04.08 Receive Notification PIV Card Turned In

And

CONB-04.10 Deactivate PIV

And

CONB-04.11 Deactivate Virtual Private Network

And

CONB-04.12 Deactivate VA Network Accounts

### **Previous Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

### **Next Activities**

CONB-04.13 Complete Off-Boarding

### **Description**

The Sponsor, a Contracting Officer's Representative, coordinates account deactivations (i.e., IT systems, special system access, government credit cards, Talent Management System Profile, VA Personnel Accountability System (VA-PAS), etc.) through appropriate organizations such as the National Help Desk.

### **Input**

VA Form 3248, Employees Clearance from Indebtedness (if appropriate)

### **Output**

OI&T Field Office Computer Access Request Form

Request to Deactivate Special System Access

Updated VA Form 3248, Employees Clearance from Indebtedness

### **Associated Artifacts**

OIT Field Office Computer Access Request Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Service Desk Ticketing System

VA Personnel Accountability System

Network Field Office ISO Portal

### **Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

## **More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

VA Form 9957, Access Form, or the OI&T Field Office Computer Access Request Form is used to request creation, modification and deletion of accounts. The Artifact Used, VA Form 9957, Access Form, or the OIT Field Office Computer Access Request Form is the form previously used to create a new account or modify an existing account, and the Artifact Created, VA Form 9957, Access Form, or the OI&T Field Office Computer Access Request Forms for deleting an account.

VA Form 3248 has multiple versions for the different locations and each location should select the appropriate location.

When the individual's Talent Management Account is deactivated, the VA Personnel Accountability System is deactivated during the Education Data Repository data push every two weeks.

## **Process Activity Name: CONB-04.10 Deactivate PIV**

### **Concurrent Activities**

CONB-04.08 Receive Notification PIV Card Turned In

And

CONB-04.10 Deactivate PIV

And

CONB-04.11 Deactivate Virtual Private Network

And

CONB-04.12 Deactivate VA Network Accounts

### **Previous Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

### **Next Activities**

CONB-04.13 Complete Off-Boarding

### **Description**

The Personal Identity Verification (PIV) Office staff deactivates the PIV and Non-PIV card according to VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program guidance. The PIV staff verifies the Individual's PIV deactivation information is properly entered into the PIV Database.



**Input**

Personal Identity Verification Card

Personal Identity Verification Database Card Record

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Deactivated Personal Identity Verification Card Record

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

PIV Office

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Personal Identity Verification Database

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.11 Deactivate Virtual Private Network****Concurrent Activities**

CONB-04.08 Receive Notification PIV Card Turned In

And

CONB-04.09 Coordinate Account Deactivations

And

CONB-04.10 Deactivate PIV

And

CONB-04.12 Deactivate VA Network Accounts

**Previous Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

**Next Activities**

CONB-04.13 Complete Off-Boarding

**Description**

The Information Security Officer (ISO) deactivates the Virtual Private Network (VPN) access for the Individual. The ISO notifies the Service Delivery and Engineering (SDE) Point of Contact to take appropriate action related to the Off-Boarding of the Individual. The ISO notifies the owner/manager of all IT Systems to remove the Individual's access according to local policy.

**Input**

OI&T Field Office Computer Access Request Form)

**Output**

Notification to Service Delivery and Engineering (SDE) Point of Contact

**Associated Artifacts**

OIT Field Office Computer Access Request Form Template

**Responsible Role**

Information Security Officer

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Network Field Office ISO Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

## **Process Activity Name: CONB-04.12 Deactivate VA Network Accounts**

### **Concurrent Activities**

CONB-04.08 Receive Notification PIV Card Turned In

And

CONB-04.09 Coordinate Account Deactivations

And

CONB-04.10 Deactivate PIV

And

CONB-04.11 Deactivate Virtual Private Network

And

CONB-04.12 Deactivate VA Network Accounts

### **Previous Activities**

CONB-04.07 Notify Sponsor Local Off-Boarding Actions Complete

### **Next Activities**

CONB-04.13 Complete Off-Boarding

### **Description**

Service Delivery and Engineering (SDE) Point of Contact, frequently IT Operations, deactivates VA network accounts upon receiving notification from the Sponsor/Contracting Officer's Representative (COR). SDE Point of Contact notifies the Sponsor/COR when the action is completed.

### **Input**

Notification from the Sponsor

OI&T Field Office Computer Access Request Form

### **Output**

Notification of Deactivation of Network, Virtual Private Network and Special System Access

### **Associated Artifacts**

OIT Field Office Computer Access Request Form Template

### **Responsible Role**

Service Delivery and Engineering Point of Contact

### **Accountable Role**

Sponsor

### **Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Network Field Office ISO Portal

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The Network Field Office ISO Portal hosts the electronic Computer Access Request Form and requires specific permissions to access this site. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

**Process Activity Name: CONB-04.13 Complete Off-Boarding****Previous Activities**

CONB-04.08 Receive Notification PIV Card Turned In

Or

CONB-04.09 Coordinate Account Deactivations

Or

CONB-04.10 Deactivate PIV

Or

CONB-04.11 Deactivate Virtual Private Network

Or

CONB-04.12 Deactivate VA Network Accounts

**Next Activities**

CONB-04.14 Items Returned?

**Description**

The Individual turns in the VA Form 3248, Employees Clearance from Indebtedness and any other applicable out-processing paper work to the person designated by local out-processing procedures.

**Input**

VA Form 3248, Employees Clearance from Indebtedness (if applicable)

**Output**

Completed VA Form 3248, Employees Clearance from Indebtedness (if applicable)

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Individual

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

VA Form 3248, Employees Clearance from Indebtedness can be completed electronically or manually. Also VA Form 3248 has multiple versions for the different locations and each location should select the appropriate location.

**Process Activity Name: CONB-04.14 Items Returned?****Previous Activities**

CONB-04.13 Complete Off-Boarding

**Next Activities**

If "Yes":

CONB-04.15 Hold Invoice Payment

Or

If "No":

CONB-04.16 Communicate to Contractor Lead

**Description**

Sponsor determines if all items are returned (Yes) or not (No)

**Responsible Role**

Sponsor

**Accountable Role**

None Listed

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: CONB-04.15 Hold Invoice Payment****Previous Activities**

CONB-04.14 Items Returned?

**Next Activities**

CONB-04.16 Communicate to Contractor Lead

**Description**

The Sponsor, a Contracting Officer's Representative, receives the VA Form 3248, Employees Clearance from Indebtedness, if applicable, electronically and reviews and completes for final off-boarding. If there are still items to be returned by the Contractor the Sponsor is authorized to withhold payment until the items are returned. The Sponsor will update the Online Certification System to reflect the payment is being withheld. The Sponsor needs to coordinate with the Contractor Lead to ensure the items in question are returned and informs them that payment is being withheld until all items are returned.

**Input**

Individual's Files (if applicable)

Online Certification System Invoice

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Updated Individual's Files (if applicable)

Updated Online Certification System Invoice

Updated VA Form 3248, Employees Clearance from Indebtedness

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

Contractor Lead

**Tools and Websites**

Online Certification System

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.16 Communicate to Contractor Lead****Previous Activities**

CONB-04.15 Hold Invoice Payment

**Next Activities**

CONB-04.17 Validate Individual Removed from VA-PAS

**Description**

The Sponsor, a Contracting Officer's Representative, informs the contractor lead once items are returned that payment is being processed. In addition to the VA Form 3248 the Sponsor uses the Online Certification System to authorize payment of the final invoice.

**Input**

Individual's Files (if applicable)

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Updated Individual's Files (if applicable)

Updated VA Form 3248, Employees Clearance from Indebtedness

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Contractor Lead

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Online Certification System

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.17 Validate Individual Removed from VA-PAS****Previous Activities**

CONB-04.14 Items Returned?

Or

CONB-04.16 Communicate to Contractor Lead

**Next Activities**

CONB-04.18 Archive Files

**Description**

The Sponsor validates that the VA Personnel Accountability System (VA-PAS) information for the individual has been removed after the individual has been removed from the Talent Management System. The VA-PAS information is removed through the automatic refresh which occurs approximately every two weeks. If the information has not been removed the Sponsor contacts the Human Resource Representative to manually deactivate the profile data.

**Input**

Individual File

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Archived Individual File (if applicable)

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology



**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA Personnel Accountability System

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.18 Archive Files****Previous Activities**

CONB-04.17 Validate Individual Removed from VA-PAS

Or

CONB-04.19.14 Maintain Record of Emergent Off-Boarding

**Next Activities**

Process Ends

**Description**

The Sponsor, a Contracting Officer's Representative, receives the VA Form 3248, Employees Clearance from Indebtedness, if applicable, electronically and completes off-boarding by archiving the Individual's files.

**Input**

Individual's Files (if applicable)

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Archived Individual Files (if applicable)

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

VA Form 3248 has multiple versions for the different locations and each location should select the appropriate form.

**Process Activity Name: CONB-04.19 Perform Emergent Off-Boarding****Previous Activities**

CONB-04.01 Issues?

**Next Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

And

CONB-04.19.02 Provide Recommended Actions

**Description**

The sub-process for Perform Emergent Off-Boarding cycles through the following dependent activities:

- Initiate Emergent Off-Boarding
- Provide Recommended Actions
- Deactivate VA Network Accounts
- Escort Off Premises
- Deactivate Virtual Private Network
- Conduct Emergent Off-Boarding
- Deactivate Physical Access
- Notify Individual to Return Government Property
- Coordinate Account Deactivations
- Return Government Property
- Ensure Government Property Returned

- Transfer Responsibility to Recover Property
- Hold Invoice Payment
- Maintain Record of Emergent Off-Boarding

## **Process Activity Name: CONB-04.19.01 Initiate Emergent Off-Boarding**

### **Concurrent Activities**

CONB-04.19.02 Provide Recommended Actions

### **Previous Activities**

CONB-04.19 Perform Emergent Off-Boarding

### **Next Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

### **Description**

When the Sponsor, frequently a Contracting Officer's Representative (COR), receives notice of a situation with an Individual from the appropriate (depending on the situation) VA personnel, the Sponsor/COR determines the need for and initiates emergent off-boarding.

The Sponsor/COR immediately notifies the Information Security Officer (ISO), the Service Delivery and Engineering (SDE) Point of Contact (Network Security Operations Center in after-hours/emergency situations), and Law Enforcement of the need to emergently off-board the Individual and obtain Government Furnished Equipment and other VA issued property [including Personal Identity Verification (PIV) card, keys, etc.].

The Sponsor/COR ensures the Individual account in the VA Talent Management System is inactivated.

**Input**

Incident Report

Sponsor Statement

VA Form 0887, VA Government Property Loan Form

**Output**

VA Form 0923, Serious Incident Report (if applicable)

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 0923-Serious Incident Report Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Talent Management System (TMS)

**Standards**

VA Directive 0321, Serious Incident Reports

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program includes Individual requirements which if not fulfilled, might initiate emergent off-boarding of an Individual, for instance:

- Failure to immediately report a security incident
- Theft or break-in or other criminal activity

## **Process Activity Name: CONB-04.19.02 Provide Recommended Actions**

### **Concurrent Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

### **Previous Activities**

CONB-04.01 Issues?

### **Next Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

### **Description**

The Information Security Officer provides recommended actions to the Sponsor/Contracting Officer's Representative and Security and Investigations Center and sends the Notification to the Service Delivery and Engineering (SDE) Point of Contact to Deactivate Network Access if appropriate.

### **Input**

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

VA Form 0887, VA Government Property Loan Form

### **Output**

Notification to Service Delivery and Engineering (SDE) Point of Contact to Deactivate Network Access

Recommendations to Sponsor and Security and Investigations Center

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

**Responsible Role**

Information Security Officer

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.19.03 Deactivate VA Network Accounts****Concurrent Activities**

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

**Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

**Next Activities**

CONB-04.19.10 Return Government Property

**Description**

The Service Delivery and Engineering (SDE) Point of Contact, frequently IT Operations, deactivates access to all individual systems residing on the VA network and notifies Sponsor/Contracting Officer's Representative of completion.

**Input**

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

Recommendations to Sponsor and Security and Investigations Center

VA-Personnel Accountability System (VA-PAS) Data

**Output**

Notification to Sponsor/Contracting Officer's Representative from Service Delivery and Engineering (SDE) Point of Contact

**Associated Artifacts**

None Listed

**Responsible Role**

Service Delivery and Engineering Point of Contact

**Accountable Role**

Sponsor

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA Personnel Accountability System

**Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

## **More Info**

For Contractors: The Contracting Officer's Representative fulfills the role of Sponsor.

Only the Human Resource Representative can deactivate VA Personnel Accountability System data.

## **Process Activity Name: CONB-04.19.04 Escort Off Premises**

### **Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

### **Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

### **Next Activities**

CONB-04.19.10 Return Government Property

### **Description**

If necessary, Law Enforcement is contacted to escort Individual off the premises. Otherwise, the Sponsor/Contracting Officer's Representative coordinates having the Individual escorted off the premises.

Law Enforcement or a designated official seizes and/or secures the Government Furnished Equipment.

### **Input**

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement



Notification to Sponsor/Contracting Officer's Representative from Service Delivery and Engineering (SDE) Point of Contact

Recommendations to Sponsor and Security and Investigations Center

### **Output**

Notification to Sponsor/Contracting Officer's Representative from Law Enforcement

### **Associated Artifacts**

None Listed

### **Responsible Role**

Law Enforcement

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

### **More Info**

None Listed

## **Process Activity Name: CONB-04.19.05 Deactivate Virtual Private Network**

### **Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

**Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

**Next Activities**

CONB-04.19.10 Return Government Property

**Description**

The Network Security Operations Center disables remote access [Virtual Private Network (VPN), RESCUE, and Citrix Access Gateway] in after-hours/emergency situations and notifies the Information Security Officer.

**Input**

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

**Output**

Notification of Network Access Deactivation

**Associated Artifacts**

None Listed

**Responsible Role**

Network Security Operation Center

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0710, Personnel Suitability and Security Program

### **More Info**

The Talent Management System profile is also deactivated.

## **Process Activity Name: CONB-04.19.06 Conduct Emergent Off-Boarding**

### **Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

### **Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

### **Next Activities**

CONB-04.19.10 Return Government Property

### **Description**

The Information Security Officer (ISO) conducts emergent Off-Boarding actions to ensure access to sensitive data, networks (to include the Virtual Private Network) and systems is deactivated. The ISO notifies the Service Delivery and Engineering (SDE) Point of Contact to take appropriate action related to the Off-Boarding of the Individual. The ISO notifies the owner/manager of all IT Systems to remove the Individual's access according to local policy.

### **Input**

Incident Report

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

Sponsor's Statement

VA Form 0887, VA Government Property Loan Form

VA Form 0923, Serious Incident Report (if applicable)

### **Output**

Notification to Service Delivery and Engineering (SDE) Point of Contact

Updated Incident Report

Updated VA Form 0923, Serious Incident Report (if applicable)

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 0923-Serious Incident Report Template

### **Responsible Role**

Information Security Officer

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Network Security Operations Center Remedy Portal

### **Standards**

VA Directive 0321, Serious Incident Reports

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

### **More Info**

None Listed

## **Process Activity Name: CONB-04.19.07 Deactivate Physical Access**

### **Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.08 Notify Individual to Return Government Property

And

CONB-04.19.09 Coordinate Account Deactivations

### **Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

### **Next Activities**

CONB-04.19.10 Return Government Property

### **Description**

The Personal Identity Verification (PIV) Office deactivates physical access by disabling the PIV and Non-PIV card according to VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program guidance. The PIV Office notifies Sponsor that the action is complete.

### **Input**

Notifications to Information Security Officer, Service Delivery and Engineering (SDE) Point of Contact, and Law Enforcement

### **Output**

Notification that Personal Identity Verification has been Disabled

### **Associated Artifacts**

None Listed

### **Responsible Role**

PIV Office

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Tools and Websites**

Personal Identity Verification Database

Physical Access Control System

## **Standards**

VA Handbook 0710, Personnel Suitability and Security Program

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

## **More Info**

None Listed

## **Process Activity Name: CONB-04.19.08 Notify Individual to Return Government Property**

### **Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.09 Coordinate Account Deactivations

### **Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

### **Next Activities**

CONB-04.19.10 Return Government Property

## **Description**

The Sponsor, a Contracting Officer's Representative, notifies the Individual of the process for returning government property. The process varies depending on the emergent situation. Any property on site, to include Personal Identity Verification (PIV) and Non-PIV Card, is collected before the Individual is escorted off the premises.

**Input**

VA Form 0887, VA Government Property Loan Form

**Output**

Notification of Process to Return Government Property

Updated VA Form 0887, VA Government Property Loan Form

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0730/4, Security and Law Enforcement

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

**More Info**

VA Form 0887, VA Government Property Loan Form is updated in Part II- VA Property Return Receipt

**Process Activity Name: CONB-04.19.09 Coordinate Account Deactivations****Concurrent Activities**

CONB-04.19.03 Deactivate VA Network Accounts

And

CONB-04.19.04 Escort Off Premises

And

CONB-04.19.05 Deactivate Virtual Private Network

And

CONB-04.19.06 Conduct Emergent Off-Boarding

And

CONB-04.19.07 Deactivate Physical Access

And

CONB-04.19.08 Notify Individual to Return Government Property

### **Previous Activities**

CONB-04.19.01 Initiate Emergent Off-Boarding

Or

CONB-04.19.02 Provide Recommended Actions

### **Next Activities**

CONB-04.19.10 Return Government Property

### **Description**

The Sponsor, a Contracting Officer's Representative, coordinates account deactivations (i.e., IT systems, special system access, government credit cards, Talent Management System Profile, VA Personnel Accountability System (VA-PAS), etc.) through appropriate organizations such as the National Help Desk.

### **Input**

VA Form 3248, Employees Clearance from Indebtedness (if appropriate)

### **Output**

OI&T Field Office Computer Access Request Form

Request to Deactivate Special System Access

Updated VA Form 3248, Employees Clearance from Indebtedness

### **Associated Artifacts**

OIT Field Office Computer Access Request Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

### **Consulted Role**

None Listed



**Informed Role**

None Listed

**Tools and Websites**

Network Field Office ISO Portal

Service Desk Ticketing System

VA Personnel Accountability System

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

The OIT Field Office Computer Access Request Form is located in the Network Field Office ISO Portal. The OI&T Field Office Computer Access Request Form requires the users to obtain access from the Information Security Office (ISO) for the Field Office.

The Artifact Used, VA Form 9957, Access Form or the OI&T Field Office Computer Access Request Form is the form previously used to create a new account or modify an existing account.

VA Form 3248 has multiple versions for the different locations and each location should select the appropriate location.

When the individual's Talent Management Account is deactivated, the VA Personnel Accountability System is deactivated during the EDR data push every two weeks.

**Process Activity Name: CONB-04.19.10 Return Government Property****Previous Activities**

CONB-04.19.03 Deactivate VA Network Accounts

Or

CONB-04.19.04 Escort Off Premises

Or

CONB-04.19.05 Deactivate Virtual Private Network

Or

CONB-04.19.06 Conduct Emergent Off-Boarding

Or

CONB-04.19.07 Deactivate Physical Access

Or

CONB-04.19.08 Notify Individual to Return Government Property

Or

CONB-04.19.09 Coordinate Account Deactivations

### **Next Activities**

CONB-04.19.11 Ensure Government Property Returned

### **Description**

The Individual returns any Government Property not already collected via the procedure outlined by the Sponsor/Contracting Officer's Representative (COR) within 24 hours.

The Contractor Lead is responsible for ensuring that all government property is collected from the Individual, all government property is returned to the appropriate VA personnel, and copies of receipts for turn-in of Government Furnished Equipment are provided to the COR.

### **Input**

VA Form 0887, VA Government Property Loan Form

VA Form 3248, Employees Clearance from Indebtedness

### **Output**

Returned Government Property

Updated VA Form 0887, VA Government Property Loan Form

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Individual

### **Accountable Role**

Contractor Lead

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

VA Handbook 0730/4, Security and Law Enforcement

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

## **More Info**

VA Form 0887, VA Government Property Loan Form is updated in Part II-VA Property Return Receipt.

Reference VA Form 3248, Employees Clearance from Indebtedness for a list of items that are to be returned.

VA Form 3248 has multiple versions for the different locations and each location should select the version assigned for the appropriate location.

## **Process Activity Name: CONB-04.19.11 Ensure Government Property Returned**

### **Previous Activities**

CONB-04.19.10 Return Government Property

### **Next Activities**

CONB-04.19.12 Transfer Responsibility to Recover Property

### **Description**

The Sponsor, a Contracting Officer's Representative, ensures that all Government Property is returned and forwards to the appropriate asset manager. The Sponsor checks the Government Property by referencing the Government Furnished Equipment Records and out-processing checklist. The Sponsor verifies the Individual has returned all Government Property to include Personal Identity Verification (PIV) and Non-PIV Card. If the Individual has not returned all Government Property to include PIV Card, the Sponsor coordinates with the Contracting Officer to withhold the next invoice payment for the Contract until all government property is recovered. The Sponsor ensures the Individual's account in the VA Talent Management System is inactivated.

### **Input**

VA Form 0887, VA Government Property Loan Form

### **Output**

Notification to Release Payment

Updated VA Form 0887, VA Government Property Loan Form

### **Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 3248-Employees Clearance from Indebtedness Template

### **Responsible Role**

Sponsor

### **Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

**More Info**

Notification to Release Payment is made to the On-Line Certification System tool for Contracts.

VA Form 0887, VA Government Property Loan Form is updated in Part II-VA Property Return Receipt.

**Process Activity Name: CONB-04.19.12 Transfer Responsibility to Recover Property****Previous Activities**

CONB-04.19.11 Ensure Government Property Returned

**Next Activities**

CONB-04.19.13 Hold Invoice Payment

**Description**

The Sponsor, a Contracting Officer's Representative, transfers the recovered government property to the appropriate office (i.e., Asset Management, Security Office, Personal Identity Verification Office, etc.). The Sponsor reports any un-recovered government property to the appropriate office.

**Input**

VA Form 0887, VA Government Property Loan Form

**Output**

Notification to Appropriate Office

Updated VA Form 0887, VA Government Property Loan Form

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

VA Handbook 7002, Logistics Management Procedures

**More Info**

None Listed

**Process Activity Name: CONB-04.19.13 Hold Invoice Payment****Previous Activities**

CONB-04.19.12 Transfer Responsibility to Recover Property

**Next Activities**

CONB-04.19.14 Maintain Record of Emergent Off-Boarding

**Description**

The Sponsor, a Contracting Officer's Representative, receives the VA Form 3248, Employees Clearance from Indebtedness, if applicable, electronically and completes off-boarding by archiving the Individual's files.

**Input**

Individual's Files (if applicable)

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Archived Individual Files (if applicable)

**Associated Artifacts**

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

None Listed

**Process Activity Name: CONB-04.19.14 Maintain Record of Emergent Off-Boarding****Previous Activities**

CONB-04.19.13 Hold Invoice Payment

**Next Activities**

CONB-04.18 Archive Files

**Description**

The Sponsor, a Contracting Officer's Representative, maintains a record of the emergent Off-Boarding actions in an official folder which is archived at the end of the Off-Boarding process. The contents of the folder are dictated by official policy.

**Input**

Incident Report

Notification to Appropriate Office

VA Form 0887, VA Government Property Loan Form

VA Form 0923, Serious Incident Report (if applicable)

VA Form 3248, Employees Clearance from Indebtedness

**Output**

Archived Official Folder

Updated VA Form 3248, Employees Clearance from Indebtedness

**Associated Artifacts**

VA Form 0887-VA Government Property Loan Form Template

VA Form 0923-Serious Incident Report Template

VA Form 3248-Employees Clearance from Indebtedness Template

**Responsible Role**

Sponsor

**Accountable Role**

Principal Deputy Assistant Secretary for Information and Technology

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Handbook 0730/4, Security and Law Enforcement

VA Handbook 6500, Risk Management Framework for VA Information Systems - Tier 3: VA Information Security Program

**More Info**

In VA Handbook 0730/2, reference Appendix B, Physical Security Requirements and Options for guidance.

VA Form 3248 has multiple versions for the different locations and each location should select the appropriate form.

END OF PROCESS